

APPENDIX 1 – Sample Request letter

(this is just a sample, please use this format to write your own request letter)

Place :

Date :

From,
<Student Name>
D/o or S/o <Father/Mother Name>
<Address>

To
94GCTians Public Charitable Trust
Chennai 600053

Respected Sir/Madam,

Subject: Requisition of Scholarship for the academic year 20__-20__ – regarding.

Thank you so much for the initiative taken by the 94 batch students of GCT, to support and sponsor deserving/economically backward students from GCT, Coimbatore

My father is a _____ and mother is a _____. I have _____ siblings.
Elder is doing _____
Younger is doing _____

Currently I am studying _____ year _____ branch in Government College of Technology, Coimbatore.

I need approximately _____ rupees towards my College/Exam/Hostel/Mess/ fees for the full academic year 20__ to 20__. I am unable to meet these expenses currently due to my poor economic condition.

<Explain your family situation here...>

Due to my poor financial condition I am struggling to pay my tuition/exam/ hostel/mess fees on time. I am not able to focus on my studies and this worry that I have, and financial burden is impacting my studies as well

<How this support will help you>

If 94GCTians public charitable trust can take care of my tuition and hostel fee it would be of great help to me and my family.

<Put your future dreams/career plans>

I am interested in doing _____ after I complete my BE/BTech.

<Your achievements/hobbies or anything you like to highlight>

Xxx

Xxx

Request you to support me for my studies and help me to achieve my dream.
Thanking you,

Yours truly,

< signature>

<Name in capital letters>

<Date>