

## APPENDIX 1 – Sample Request letter

(this is just a sample, please use this format to write your own request letter to 94GCTians Public Charitable trust)

**//WRITTEN REQUEST LETTER TO 94GCTians Public Charitable trust//**

### **Scholarship Requisition Letter**

Place

Date (DD-MM-YYYY)

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 ..... – regarding.

I ..... studying ..... year .....branch in Government College of technology, Coimbatore. I am studying with the help of 94GCTians Public Charitable Trust scholarship since year ..... This scholarship is very helpful to continue my studies without any financial hurdles. I request you to kindly continue my scholarship and support me with the educational expenses for the academic year ..... I have attached the necessary documents along with this Letter.

Thanking you,

Yours truly,

< signature>

<Name in capital letters>

<Date>