

# 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>