APPENDIX 1 – Sample Request letter

(this is just a sample, please use this format to write your own request 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 2020-2021 – 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>