Name

The Bursary Officer

Name of School

Address

City, State, Zip Code

Dear Sir;

I would like to inform you of my intention to apply for a bursary aid to assist me in my educational development.

I am Joseph Smith and I am currently enrolled in your school taking Bachelor of Science Major in Accounting Management. I am now at my sophomore years in college however my financial resources are keeping me out for educational opportunities.

Should I be given the chance to be a recipient of your bursary program, I am very glad to accept it and pledge to do my very best to exceed your expectations to me. I also wish to give honor to our school by maintaining my educational status and by excelling in some fields of education.

I am hoping that this will merit your preferential attention. Thank you.

Mr. Joseph Smith