Andrew Richardson

456, Westland Avenue,

Boston, MA – 02115.

Contact Number: +1 234 567 890.

Date: June 1st, 2010

Mr. Smith Slander,

Scholarship Committee Head,

134, 2nd Block, XY University,

Greenwich Street,

New York, NY – 10006.

Dear Mr. Smith Slander,

I am Andrew Richardson, who has enrolled into your reputed Oxford University under graduate program. As per my enclosed copy of high school transcript and resume, I have been benefited from thriving high-school career with excellent grade alongside community involvement works. I would like to build the momentum by being a student of Oxford University.

As I am the first generation student in University, who is in need of scholarship or grants to ensure success and attain goals at Oxford University. Through scholarship, I will be able to purchase text books and pay annual fees. Enclosed is the required financial information necessary to grant scholarship. I am looking forward to hear from Scholarship committee at the earliest.

Sincerely,

Andrew Richardson.