

Example of Bursary Application Letter

From,
[Your Name]
[Your Address]
[Date]

To,
[Recipient's Name]
[Recipient's Address]

Subject: Application For Bursary

Dear [Mr/Ms. Recipient's Name]

I wish to inform you of my interest in receiving bursary funds to support my educational pursuits.

I have recently been accepted to study in the [Programme/Course] at [Your University Name]. I am enthusiastic about advancing my academic aspirations, but I face financial constraints that hinder my progress.

I kindly request your consideration of my candidacy for bursary assistance. Throughout my high school and college years, I have [Mention your experiences, activities in school, community involvement and volunteer work]. I have learnt [state what you've learned from these experiences]. I did [Emphasise your responsibilities, skills and awards].

Unfortunately, [Describe your financial situation and needs]. Hence, being granted acceptance into the bursary program would immensely contribute to my academic journey and professional ambitions.

I hope to receive a positive response from you.

Yours Sincerely,
[Your Name]
[Your Contact Details]