**Scholarship Cover Letter Samples**

John Doe  
Student, Department of Computer Science  
Concordia University College of Alberta  
Edmonton, AB D9E 3E3

June 5, 2019

Ms. Sara Smith  
Dean  
Student Affairs Department  
Concordia University College of Alberta  
Edmonton, AB D9E 3E3

**RE: Scholarship Application**

Dear Ms. Smith:

I am writing to submit my scholarship application for Concordia University College of Alberta’s Financial Aid Program fall 2019.  Presently, I am a first-year student of the Master of Computer Science program. In order to prove my diligence, I have enclosed copies of my academic accomplishments.

These days, I am facing some financial difficulties; therefore, I am unable to pay my fee for the fall semester. I am planning to obtain a part-time job to manage the finances of my studies, but it would not be enough to cover the full tuition and accommodation fee. Based on my deprived financial condition, I request for a student scholarship so that I would be able to continue my studies in anticipation of an improved financial situation.

If you have any questions regarding my application, please feel free to contact me anytime at (000) 999-0149. To follow-up, I will contact your secretary next week.

Thank you for your time and consideration.

Sincerely,

**John Doe**

John Doe  
Student ID: 69887