

SAMPLE : TEMPLATE FOR SCHOLARSHIP VERIFICATION LETTER

Your Name
Your Address
Phone Number

Date

Dear Scholarship Unit,

First Paragraph - Identify what you are applying for

Example : 'I am applying for (name programme applied under name of scholarship) because (your reason for applying).'

Second Paragraph - Explain your goals (might be combined with the first paragraph , depending on how much material you have to work with)

Example : " I want to pursue a degree in (career) because (describe your interest and goals)."

Third Paragraph - Talk about yourself (name, age, your highest education level).

Example : My name is Hana Isaac from Malaysia. I am 18 years old. I completed my A level in Kuala Lumpur High School. I completed my 12 years schooling with flying colour and achieved my best achievement as best student in school.

Tell about your family background (name of your father and mother, occupation of your father and mother, monthly salary of your father and mother, how many sibling you have, what is their name and age, what your siblings is doing : working or studying)

Example : My father is Isaac Ali, 56 years old and working as bank officer in Kuala Lumpur and he earned Ringgit Malaysia 2,000 per month. My mother is Nadia Isaac, 52 years old and fully housewife and she did some part-time job as babysitter and earned Ringgit Malaysia 800 per month. I have 5 siblings. They are Adi Isaac, 20 years old and he currently study in University Kuala Lumpur in Degree in Science Technology and fully supported by my father. Second is me. Third sibling is Hamida Isaac, 16 years old currently study in Kuala Lumpur High School in O Level and fully support by my father. Fourth sibling is Hann Isaac, 14 years old and currently study in Kuala Lumpur High School in O Level and fully support by my father. Last sibling is Amina Isaac, 5 years old and not study. All my siblings is not working yet and did not earned any income and fully support by my parents.

You can add any information including whatever the scholarship committee might want to know about you and family.

Example : Me and my family stay in rental house in Kuala Lumpur and have to pay Ringgit Malaysia 600 per month. My house have 3 bedroom, 1 living room, 1 kitchen and 1 toilet. My father have 1 car and my brother have 1 motorcycle. We have fixed water and electric supply in our house. Every month, my parents have to spend Ringgit Malaysia 300 for medicine and medical support because my youngest sister sick. She have asthma. My family get financial help every month amount Ringgit Malaysia 100 from Department of Social Welfare.

Tell about your important life experiences, your activities in school or previous institution, your community or religious group, and what you learn from these experience. Emphasise any responsibilities you have had or awards you have received. You need to show your reader that you are an active, hard working and principled individual who is worthwhile of their investment.

Example : I was very active student during my high school. I was a school prefect. I was appointed as Hockey Club President. I joined 6 hockey competition and my highest achievement was represent Malaysia for Hockey underage Competition. Me and my team won third place. I learned to be discipline and apply teamwork during the games. I was happy during hold position as Club President because I manage to get the team and my school be in first ranking in my country.

Fourth Paragraph - Summarise how you have meet university requirements. Add any other information they have requested, such as names of references and contact information.

Example : I have met all the academic qualifications for Bachelor of Business Administration (Hons) and have included all the academic certificate and transcript in the online application portal. I include two references for your reference. First reference is Mr. Muhammad Abdul Bin Zainal, Principle of Kuala Lumpur High School, Contact Number +60164872988 and email address abdulzainal@klhs.my. Second reference is Mrs. Ambar Najiba Binti Hamid, Head of Community in Kuala Lumpur, Contact Number +60164173678 and email address ambarnajiba@gmail.com.

Closing Paragraph - Thank you committee/person. (Might be merged with the forth paragraph at your discretion)

Example : Thank you for considering me for your scholarship".

Sincerely,
Your name