

Writing For More Information

This letter provides a sample format for an inquiry about private student aid funds. Of course, you must first identify foundations and organizations which offer such assistance. You can get help finding the names and addresses of sources of private aid from a librarian or on various websites. Once you have obtained that information, you will need to modify this letter in order to customize it to your own background and needs by replacing the text printed in boldface below.

Date

Ms. T. Sample, Director
XYZ Organization
Moneytown, USA 99999

Dear Ms. Sample:

I am writing with regard to any student assistance that **XYZ Organization** may offer to postsecondary bound students.

(Enter a concise paragraph about your background and goals. Try to show how you meet the requirements of the organization's financial aid program. If this is a letter to find out if the organization even offers aid, write a short paragraph about how your background and ambitions coincide with the mission of that organization.)

Please forward information to me about student financial assistance available through **XYZ Organization**, including how I might apply and any deadlines for applying for the **20XX - 20XX** academic year. If you require any further information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

Your Name
Your Address
Your Telephone Number



Writing To College Admissions

Most colleges and universities have websites where you can request admissions information. If you do not have internet access or the school you are choosing is not on the web, this sample letter can help you in requesting more information.

October 20, 20XX

Mr. Michael Smith
Office of Admissions
Richland Community College
One College Park
Decatur, IL 62521

Dear Mr. Smith:

I am interested in your institution and would greatly appreciate you sending me the following materials:

- a catalog
- an application form
- financial aid information
- athletic scholarship information
- a viewbook

My personal profile, below, will give you a general picture of my academic and extracurricular activities.

Address:	1234 SW Elm Road Apache Junction, AZ 85888
Social Security #:	010-10-1010
High School:	Junction Valley High
HS Counselor:	Ms. Helen Rizbald
Graduation Date:	05/20XX
Test Scores:	ACT/EACT: 24
Class Rank:	Top 50%
GPA:	3.1 on a 4.0 scale
AP Courses:	Biology
Main Activities:	Bowling Club, 4H Club, track team, peer tutor
Academic Interests:	Agriculture, education, coaching
Comments:	I am a hard worker, and I am motivated to learn. I will be the first member of my family to attend college.

Thank you for your time. I look forward to hearing from you.

Sincerely yours,

Skip Laurenburger

