To,

Timothy Bart

Head, Political Science Department

Manchester University, Manchester

Date: 16thJuly 20XX

Subject: applying for the full fees scholarship at your university

Respected Sir,

I, Sarah Johnson am writing this letter to you to apply for the prestigious Gilbert scholarship for political science students of your graduate course. I have been selected for the program by the University and would thus like to apply for the full fees exemption.

Sir, I have always been a top scoring student throughout my school and have also been an active participant in many co-curricular activities like sports, music and dramatics. I was the top scorer at my college in Political Science state level exams and am very passionate about this subject. It is my dream to pursue research work in this field and for that; I need to take the first few steps in the direction.

My deep interested in political science and my respect for your University are the reason why I applied for this course but getting in through a scholarship will be a matter of immense pride for me.

Hoping to hear a positive response from you soon,

Thanking you,

Yours sincerely,

Sarah Johnson