Trevor Markin  
Student, Department of Computer Science  
Concordia University College of Alberta  
Edmonton, AB D9E 3E3

**Your name and address  
If you aren’t accepted into a program, skip that line**

November 7, 2017 **(Current date)**

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

**Recipient’s address**

**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 2018.  Presently, I am a first year student of 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, unable to pay my fee for the fall semester. I am planning to obtain a part-time job to manage finances of my studies but it would not be enough to cover the whole 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 improved financial situation.

If you have any questions regarding my application, you may contact me anytime on my cellular phone at (000) 999-9999.

Thank you for your time and consideration.

Sincerely

**Trevor Markin (your written signature)**

Trevor Markin (your typed signature)  
Student ID: 69887   
(*include student number, if you are applying for a scholarship at a college or university you have been accepted into*)