**YOUR Name**

**Date**

**Sponsor Name and/or Company/Organization**

**“Essay”**

First Paragraph (1-2 sentences is enough)

* The first paragraph of your “essay” should include information on why you are writing (e.g. bursary name).

Middle Paragraph(s) (1-2 paragraphs is enough)

* This section of your “essay” should
  + answer the questions from the scholarship/bursary sponsor
  + describe how you meet the criteria

Final Paragraph (1-2 sentences is enough)

* Conclude your “essay” by thanking the sponsor for their consideration.

Respectfully yours,

**Signature**