DATE → 28 November 2026

RECIPIENT → To
The Principal
Shree Saraswati Secondary School
Butwal-8, Rupandehi

SUBJECT → **Subject: Application for a scholarship**

SALUTATION → Respected Sir/Madam,

WHO YOU ARE → I am Sita Kumari Pariyar, a student of Class 11 (Management), Section B, Roll No. 7, in your school. I passed the SEE from this school in 2082 with a GPA of 3.45.

WHY YOU NEED IT → My father works as a daily-wage labourer and my mother looks after our home and my two younger brothers. Our family's income is not enough to pay my monthly fees, and I am afraid I may have to leave my studies.

THE REQUEST → I therefore request you to grant me a full or partial scholarship from the school's scholarship seats for this academic year. I promise to keep up my studies and to take part in the school's activities.

ATTACHED → Attached: a copy of my SEE grade sheet, the ward's recommendation of my family's economic condition and my character certificate.

CLOSING → Yours obediently,

NAME → Sita Kumari Pariyar
Class 11 (Management), Section B, Roll No. 7