

*Sample Letter for applying to Educational Trust Funds and Charities*

**Remember to enclose a stamped addressed envelope with your application letter**

**Your Address In Full**

**Trust/Charity Address in Full**

**Date**

**Dear** [contacts name/Trustees/Sir/Madam]

**Re: Application for help from** [name of fund]

**Personal & Course information**

- Give your name, course of study and length of the course with start and end date.
- You should also include any additional information that is particularly relevant to the trust funds eligibility criteria, e.g. your age, nationality, if you have children, suffer from an illness or disability, have specific learning needs etc.

**Reason for applying**

- Provide a full explanation of your personal financial circumstances and the factors that have led to your funding issue.
- Be clear about how much money you need and what it is to be used for.
- Explain what actions you have taken to deal with your financial difficulty, e.g. part-time work, budgeting, help from the financial adviser.
- State if there is anything unusual or exceptional about your situation.
- It can sometimes be useful to give details of your income and expenditure in order to demonstrate your financial need.
- If you are dependent on your parents you may also wish to include brief details of their financial situation.

**How you meet the criteria of the charity/trust**

- It is essential that you look at the eligibility criteria of each trust to which you are applying and make it clear how you satisfy their specific criteria. For example, some trusts only fund students who have children, others will help students who have specific learning needs or focus on students from certain countries.

**How the fund will help you**

- Explain how you will use the funding to enable you to complete your degree.
- State what you hope to do after completing your course & clarify the long-term benefits that it will have for you.

**Finish by pointing out that you will be grateful for any assistance that the organisation can provide.**

Yours sincerely,

(Signature)

Your name