Global Citizenship Award Request Letter Sample

Below is a “Sample” for you to reference when applying for financial assistance from the Global Citizenship Council for Global Field Courses. Please send one copy of your letter to Ms. Roberto and one copy to Dr. Joshua Idjadi.

Date:

To:
Dr. Joshua Idjadi
Global Citizenship Council Science Building 365

Ms. Heidi Roberto
Academic Affairs
Gelsi-Young Hall, 2nd floor

From: Your name
Your ID #
Your email address
Your phone number

Dear Ms. Roberto and Dr. Idjadi

I am applying for a Global Field Course that will occur (list dates of course). The course is (describe course and credits that will be earned). I will be accompanying (list Faculty) to (location of GFC) in order to (describe the goals of the Global Field Course). The approximate cost of the Global Field Course is $ (amount of course) which will cover most expenses for the trip.

I am interested in participating in this course because (describe why you want to participate in the course).

Indicate here that you have filed the FAFSA. (Explain why having financial assistance is necessary for your participation in this course and describe any financial hardships that you and or your family are experiencing).

In closing (thank the recipients of the letter for their time and consideration and reiterate why participating in this course is important to you).

Sincerely,

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