

Address:

Date:

Miss Monica Brown
Executive Director
Students' Loan Bureau
Sagcor Sigma Building
1st & 2nd Floors
63-67 Knutsford Boulevard
Kingston 5

Dear Miss Brown:

First Paragraph [Use this paragraph to introduce yourself and to say why you are writing].

Second Paragraph [State the name of the award(s) you have been offered and its/their value. Also state the length of the award(s), i.e. for what academic year(s)].

Third Paragraph [You may use this paragraph to state why you wish to hold both your loan the bureau and the scholarship/bursary].

Closing Paragraph [Conclude your letter, be sure to express gratitude].

Yours truly,

.....
Name in Full

ID#.....

TRN.....

NB Sign your letter in the space provided above your name.