

SAMPLE COVER LETTER

Your name
Your address
City, state, & zip
Your phone number
Your email address

Date

UCA Theatre Scholarship Committee
UCA Box 4942
Conway, AR 72035

Dear Committee:

Introduction Paragraph:

- State your intention. (That you are applying for the UCA Theatre Performance Scholarship.)

Body Paragraph(s):

- What do you currently contribute to your program?
- Why are you interested in UCA Theatre?
- How do you want UCA Theatre to help you grow as an artist?
- What do you hope to contribute at UCA Theatre and in the future?

Conclusion:

- Recap your interest in the scholarship and why you would be a good candidate for the funds.

Sincerely,

Your name