

From,

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Date:

To,  
Director,  
Sumedha  
Kites Foundation

Subject: Request for Approval of Scholarship

Respected Sir,

I have qualified in the entrance examination conducted by Sumedha Civil Service Academy for 1 year online civil service coaching course.

I would like to request for a scholarship from your organisation as it is essential for me to join this course. I will be much obliged. Hope you will consider my request and do the needful.

Thanking you.

Yours faithfully,

Name & Sign

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