***Please note this is a suggested template. Applicants are welcome to write their letters as they see fit.***

Dear Waterloo Centre for German Studies Awards Committee,

My name is **[insert name]**. I am a student at **[insert name of school]** where I am studying **[provide information on program, e.g. major(s), year of study, etc. if applicable]**. I am applying for the **[insert name of award]**. I will be attending the **[insert name of program]**.

[Insert a paragraph detailing your experience with German so far (e.g., what courses have you taken), what do you like about German, what have you gained from these experiences]

[Insert a paragraph about what you hope to gain from your study abroad program]

[Insert a paragraph about the role you see for German in your current degree as well as in the future (e.g. do you plan on pursuing a career related to German studies? Other reasons for studying German? Etc.)]

[Provide any other relevant information for the Awards Committee here]

Thank you for your consideration. I look forward to hearing from you,

**[insert name]**