**SAMPLE APPLICATION LETTER**

**Bradley Fellowship Program**

**Date**

Mrs. Dianne J. Sehler

Director of Academic, International,

and Cultural Programs

The Lynde and Harry Bradley Foundation

1241 North Franklin Place

Milwaukee, WI 53202-2901

Dear Mrs. Sehler:

Thank you for your invitation letter dated (XX-XX-XXXX) to participate in the Bradley Graduate and Post-Graduate Fellowship Program. We are pleased to submit this letter of application for the specific grant outlined below.

Specifically, we wish to apply for $ ($25,000 maximum) to support meritorious and promising graduate and post-graduate fellows for the 2016-2017 academic year in the Department of We understand the funds are not to be used for overhead costs.

Our institution has designated Professor to coordinate, on behalf of our institution, the selection of the fellows to participate in the Bradley Fellowship Program. Notwithstanding, (Institution Name) acknowledges and accepts responsibility for administration of the grant, including accounting to the Foundation for its use and limiting use of funds to the purposes intended.

Although the designation of students is entirely within the discretion of the (Institution Name) , we understand that the principal consideration is to be academic excellence. We also understand that the recipients are to carry the designation of Bradley Fellows.

An annual report will be submitted to the Bradley Foundation to include a summary of the grant expenditures and a description of the work and progress of the designated fellows.

(Institution Name) looks forward to participation in the Bradley Fellowship Program. Please contact our office if you have any questions.

Very truly yours,

(Authorized Institution Administrative Representative)

cc: Designated Professor