

[Student name}
[Student email]

March 17, 2023

Michael Rasbury
Director, Miller Arts Scholars

Professor Rasbury:

I am writing to state my intent to apply for a Miller Arts Scholars 3rd/4th Year Award in [my field]. I have discussed my project with my faculty mentor, [mentor's name], and I will work with [him/her/them] to develop and submit my proposal by the March 31st deadline.

My proposal is to [brief 1-3 sentence description of proposal, as the student understands it at this time].

If you have any questions or concerns, please let know. Thank you for your consideration.

Best regards,

[Student Signature]
[Student Name]

[Faculty Mentor Signature]
[Faculty Mentor Name & Title]