

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Admission Office]
[College/University Name]
[College Address]
[City, State, Zip Code]

Dear [Admission Committee/Specific Person's Name],
I hope this letter finds you well. My name is [Your Name], and I am a [high school senior/recent graduate] applying for admission to [College/University Name] for the [upcoming academic year/term]. I am writing to respectfully request consideration for a scholarship that would greatly assist me in pursuing my education at your esteemed institution.

As a dedicated student, I have maintained a [GPA/academic achievement] while actively participating in [extracurricular activities/community service]. My passion for [your field of study] has been a driving force in my life, and I am eager to immerse myself in the academic opportunities that [College/University Name] offers.

Unfortunately, due to [briefly explain financial situation or circumstances], financing my education poses a significant challenge for me and my family. Receiving a scholarship would not only alleviate some of the financial burdens but also allow me to focus on my studies and contribute positively to the campus community.

I have enclosed my application materials and any required documents for your review. I would be grateful for the opportunity to discuss my qualifications further and explore any available scholarship options. Thank you for considering my request. I look forward to the possibility of attending [College/University Name] and contributing to its vibrant community.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]