

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Committee Name]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Scholarship Committee Members/Specific Name if known],  
I am writing to express my interest in applying for the [Scholarship Name] for the [academic year/term] at [Institution Name].

[Paragraph 1: Introduction]

Briefly introduce yourself, including your current academic status and the program you are pursuing.

[Paragraph 2: Academic Achievements and Goals]

Highlight your academic achievements, extracurricular activities, and your career goals. Explain how this scholarship will help you achieve them.

[Paragraph 3: Financial Need]

Discuss your financial situation and need for the scholarship. Mention any unique circumstances if applicable.

[Paragraph 4: Conclusion]

Thank the committee for considering your application. Express your enthusiasm for the opportunity and how you hope to give back in the future.

Sincerely,  
[Your Name]