

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

Dear [Scholarship Committee Members/Specific Name],
I am writing to formally request consideration for the [Name of
Scholarship] for the upcoming academic year. As a [your current status,
e.g., high school senior, undergraduate student] at [Your
School/University Name], I am committed to [briefly describe your
academic goals or field of study].
Given my [mention any relevant achievements, experiences, or challenges],
I believe I would benefit greatly from the financial support provided by
this scholarship. It would enable me to [explain how the scholarship
would help you, e.g., pursue higher education, reduce financial burden,
fund a specific project].

I have enclosed my application and supporting documents for your review.
I truly appreciate your consideration and am looking forward to the
possibility of contributing positively to [mention any relevant values or
mission of the scholarship or organization].

Thank you for your time and support.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID (if applicable)]