

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Committee's Name]  
[College/University Name]  
[Department/Office]  
[Address]  
[City, State, Zip Code]

Dear [Scholarship Committee's Name],

I am writing to apply for the [Name of Scholarship] for the [academic year/semester]. I am currently a [your current educational status, e.g., high school senior, college freshman] at [Your School/College Name], majoring in [Your Major].

[In this paragraph, introduce yourself and provide background information relevant to the scholarship, such as academic achievements, extracurricular activities, and personal experiences.]

I believe that receiving this scholarship will not only assist me financially, but also allow me to [explain how the scholarship will help you achieve your educational and career goals].

[In this paragraph, express your gratitude for the opportunity and reiterate your passion for your field of study. Highlight any future aspirations you have and how the scholarship will contribute to those goals.]

Thank you for considering my application. I look forward to the opportunity to contribute to [College/University Name] as a dedicated student and community member.

Sincerely,  
[Your Name]