

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

Dear Scholarship Committee,

I am writing to express my interest in the [Name of Scholarship] for the upcoming academic year. As an undergraduate student majoring in [Your Major] at [Your University], I am dedicated to my studies and passionate about [briefly explain your area of interest or career goals].

Throughout my academic journey, I have maintained a strong GPA of [Your GPA] and have engaged in various extracurricular activities such as [list relevant activities/organizations]. These experiences have not only enriched my education but have also helped me develop essential skills like [mention skills, e.g., leadership, teamwork].

However, I am facing financial challenges that may impede my ability to complete my degree. Receiving this scholarship would greatly alleviate my financial burden and allow me to focus on my studies and participate in [mention any relevant projects, internships, or activities].

I have attached my resume and transcripts for your review. Thank you for considering my application. I am looking forward to the opportunity to further discuss my fit for the [Name of Scholarship].

Sincerely,
[Your Name]