

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a scholarship to [specific program or institution] for the [upcoming academic term/year]. I am currently a [your current education level, e.g., high school senior, college undergraduate] with a strong commitment to my academic and extracurricular pursuits.

I have maintained a GPA of [your GPA] and have been actively involved in [list relevant activities, clubs, community service, etc.]. My passion for [your field of study or interest] has driven me to seek further education and opportunities to expand my knowledge and skills.

However, due to [briefly explain your financial situation or any challenges you are facing], I am seeking financial assistance to help cover my tuition and related expenses. Receiving this scholarship would greatly alleviate my financial burden and allow me to focus more on my studies and personal growth.

I have attached [any necessary documents like transcripts, recommendation letters, etc.] for your consideration. Thank you for considering my application. I look forward to the possibility of contributing to [institution/organization] as a scholarship recipient.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]