

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

Dear [Recipient Name],

I am writing to apply for the [Name of Scholarship] for [academic year].

I am a [your year, e.g., "junior"] at [Your School/University] pursuing a degree in [Your Major].

I am passionate about [briefly describe your academic interests or career goals], and I believe that this scholarship will greatly assist me in achieving my goals.

[Include a short paragraph about your achievements, relevant experiences, or community involvement.]

Thank you for considering my application. I look forward to the opportunity to further discuss how this scholarship will impact my education.

Sincerely,

[Your Name]