

****Scholarship Application Letter Outline****

1. **Your Contact Information**

- Name
- Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date

2. **Recipient's Contact Information**

- Scholarship Committee Name
- Organization/Institution Name
- Address
- City, State, Zip Code

3. **Salutation**

- Dear [Scholarship Committee/Recipient's Name],

4. **Introduction**

- State the purpose of your letter.
- Mention the specific scholarship you are applying for.
- Briefly introduce yourself (name, current school, and field of study).

5. **Academic Achievements**

- Highlight your academic performance.
- Mention relevant coursework, GPA, honors or awards received.

6. **Extracurricular Activities**

- List organizations, clubs, or teams you are involved in.
- Include leadership positions or significant contributions.

7. **Community Service/Volunteer Work**

- Describe any volunteer work or community service projects.
- Emphasize the impact of your contributions.

8. **Career Goals**

- Articulate your career aspirations.
- Explain how the scholarship will help you achieve these goals.

9. **Financial Need**

- Briefly discuss your financial situation.
- Explain why the scholarship is important for funding your education.

10. **Conclusion**

- Reiterate your interest in the scholarship.
- Thank the committee for considering your application.

11. **Closing**

- Sincerely,
- [Your Name]

12. **Attachments (if applicable)**

- Include any supporting documents (transcripts, recommendation letters, etc.) as necessary.