

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

[Scholarship Committee's Name]  
[Scholarship Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Scholarship Committee's Name],

I am writing to apply for the [Name of Scholarship] that was advertised  
[where you found the scholarship information].

[Introduction - Briefly introduce yourself and mention the scholarship  
you are applying for.]

[Paragraph 1 - Describe your academic achievements and goals. Mention  
your current educational status and future aspirations.]

[Paragraph 2 - Discuss your extracurricular activities, volunteer work,  
and any leadership roles you have held. Explain how these experiences  
have shaped your character.]

[Paragraph 3 - Explain your financial need for the scholarship and how it  
will help you achieve your educational goals.]

[Conclusion - Thank the committee for considering your application and  
express your enthusiasm for the opportunity.]

Sincerely,  
[Your Name]