

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

Dear [Recipient Name],

I am writing to apply for the [Name of Scholarship] scholarship, which I learned about through [source of information]. I am currently a [your current educational level, e.g., high school senior, college sophomore] at [Your School/University] with a major in [Your Major/Field of Study]. Throughout my academic career, I have consistently strived for excellence, maintaining a [your GPA] GPA while participating in [list any relevant extracurricular activities, work experience, or volunteer work]. My passion for [your area of interest] has driven me to pursue [specific goals related to your field] and contribute positively to my community. This scholarship opportunity would greatly assist me in achieving my academic and career aspirations by [explain how the scholarship will help you, e.g., covering tuition fees, allowing you to focus on your studies]. I am dedicated to [mention any relevant goals, extracurricular involvement, or community service] and plan to use my education to [describe how you intend to give back or impact your field/community]. Thank you for considering my application. I am looking forward to the possibility of contributing to [organization/institution] and furthering my education with your support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]