

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

[Scholarship Committee's Name]
[Name of the Organization/Institution]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Scholarship Committee"],
I am writing to express my interest in the [Name of Scholarship] and to provide you with information that supports my application.

[Paragraph 1: Introduction]

- Introduce yourself (name, school, grade).
- State the purpose of the letter and the scholarship you're applying for.

[Paragraph 2: Academic Achievements]

- Highlight your academic achievements (GPA, honors, courses).
- Mention any relevant awards or recognitions.

[Paragraph 3: Extracurricular Activities]

- Discuss participation in clubs, sports, or community service.
- Emphasize leadership roles and skills acquired.

[Paragraph 4: Future Goals]

- Describe your future educational and career aspirations.
- Explain how the scholarship will help you achieve these goals.

[Paragraph 5: Conclusion]

- Thank the committee for considering your application.
- Express your enthusiasm and hope to contribute to the community in the future.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]