

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Committee's Name or Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Scholarship Committee or Specific Contact Name],  
I am writing to formally request consideration for the [Name of  
Scholarship] for [academic term/year].

[Paragraph 1: Introduce yourself, your educational background, and  
current academic status.]

[Paragraph 2: Explain your financial need, personal circumstances, and  
how the scholarship will help you achieve your goals.]

[Paragraph 3: Discuss your academic achievements, extracurricular  
activities, and any community service or leadership roles.]

[Closing: Express gratitude for the opportunity to apply and your  
willingness to provide any additional information that might be  
required.]

Sincerely,  
[Your Name]