

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Grade/Year] student at [School's Name]. I am writing to formally request consideration for a scholarship to [name of scholarship or program] that would greatly assist me in continuing my education.

[Briefly explain your current situation, your academic achievements, and why you are a suitable candidate for the scholarship. Highlight any extracurricular activities, community service, or personal challenges that have shaped your educational journey.]

I am eager to continue my studies and [mention any future goals or aspirations]. Receiving this scholarship would provide invaluable support in achieving my educational objectives.

Thank you for considering my request. I appreciate your time and support, and I am happy to provide any additional information you may require.

Sincerely,

[Your Name]  
[Your Grade/Year]