

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Committee's Name]  
[University Name]  
[Department or Office]  
[University Address]  
[City, State, Zip Code]

Dear [Scholarship Committee's Name or "Scholarship Committee"],  
I am writing to express my interest in the [specific scholarship name] offered by [University Name]. As a [your year, e.g., high school senior, undergraduate sophomore] majoring in [your major], I am passionate about [briefly state your area of interest or field].  
Throughout my academic career, I have demonstrated a strong commitment to [mention any relevant experiences, achievements, or extracurricular activities]. My involvement in [specific clubs, volunteer work, or positions held] has not only enhanced my skills but also solidified my desire to pursue [your career goal or field of study].  
Receiving this scholarship would greatly assist me in [explain how the scholarship will help you financially and academically, such as covering tuition, books, or other expenses]. Furthermore, it would motivate me to continue striving for excellence in my education and future endeavors.  
Thank you for considering my application. I look forward to the opportunity to contribute to [University Name] and its community. Please feel free to contact me at [your phone number] or [your email address] if you need any more information.

Sincerely,  
[Your Name]  
[Your Student ID Number (if applicable)]