

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

Dear [Scholarship Committee's Name or "Members of the Scholarship Committee"],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., "junior"] at [Your School/University Name], pursuing a degree in [Your Major/Field of Study]. I am writing to formally request consideration for the [Name of Scholarship] for the academic year [Year/Term].

I have always been passionate about [briefly explain your passion or field of interest], and my academic career thus far reflects my commitment to achieving excellence in this area. [Include a sentence or two about your academic achievements, relevant experience, and how the scholarship will help you.]

Receiving this scholarship would greatly alleviate my financial burden and allow me to fully focus on my studies, participate in [any extracurricular activities or research], and contribute to my community in meaningful ways. I am committed to making the most of this opportunity and continuing to strive for academic and personal excellence.

Thank you for considering my application. I look forward to the possibility of contributing positively to [Institution/Organization Name] and hope to hear from you soon.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Program/Department]