

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

Dear [Scholarship Committee Name],

I am writing to express my interest in the [Name of Scholarship] for the [academic year/term]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your Institution].

[In this paragraph, briefly introduce yourself and mention any relevant academic achievements or extracurricular activities that demonstrate your qualifications for the scholarship.]

I believe that receiving this scholarship will greatly assist me in pursuing my educational goals. [In this paragraph, explain how the scholarship will help you, including specific details, such as financial needs, aspirations, or plans after graduation.]

Thank you for considering my application. I am looking forward to the opportunity to further my education with the assistance of the [Name of Scholarship].

Sincerely,  
[Your Name]