

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Scholarship Committee Name]  
[College/University Name]  
[College Address]  
[City, State, Zip Code]

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

I am writing to apply for the [Name of Scholarship] for the upcoming academic year. I am currently a [Your Current Year in School, e.g., high school senior, college freshman] at [Your School's Name] and plan to pursue a degree in [Your Intended Major] at [College/University Name]. [In this paragraph, introduce yourself briefly and explain your academic achievements, extracurricular activities, volunteer work, and any relevant work experience. Highlight what makes you a strong candidate for the scholarship.]

I have always had a passion for [related field or topic], and I aspire to [career goal or what you hope to achieve with your degree]. With the financial support from this scholarship, I will be able to [explain how the scholarship will aid your education, such as reducing student debt, allowing you to focus on your studies, etc.].

I am grateful for the opportunity to apply for the [Name of Scholarship] and thank you for considering my application. I am looking forward to the possibility of contributing to the [College/University Name] community and making a positive impact through my education.

Thank you for your time and consideration.

Sincerely,  
[Your Name]