

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

Dear [Scholarship Committee's Name],

I am writing to apply for the [name of scholarship] for the [academic year/term]. I am currently a [your current position, e.g., high school senior, college student] at [your school name], majoring in [your major or field of study].

I am passionate about [briefly explain your passion related to your field or academics], and I am committed to [describe any relevant goals or aspirations]. Throughout my academic career, I have maintained a [your GPA or academic achievement], and have been involved in [mention any relevant extracurricular activities, volunteer work, or leadership roles].

Receiving this scholarship would significantly aid me in [explain how the scholarship will help you, e.g., funding your education, allowing you to focus on your studies]. I am dedicated to making the most of this opportunity and contributing positively to my community and field.

Enclosed are my application materials, including [list any attached materials, such as transcripts, letters of recommendation, personal statement]. Thank you for considering my application. I look forward to the possibility of being part of [organization's name] and contributing to its mission.

Sincerely,

[Your Name]

[Your Signature (if submitting a hard copy)]