

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

Dear [Recipient Name/Scholarship Committee],
I am writing to formally apply for the [Name of Scholarship] as I pursue my Bachelor of Business Administration (BBA) at [Name of University/Institution].

I have always been passionate about the field of business and committed to excelling academically. Throughout my high school years, I maintained a [GPA] and took part in various extracurricular activities including [mention relevant experiences or achievements].

As a student in the BBA program, I aim to enhance my knowledge and skills to contribute positively to the business world. However, financial constraints pose a challenge to my academic goals. Receiving this scholarship would significantly alleviate my financial burden and allow me to focus on my studies and professional development.

I have attached my resume and the required documents for your consideration. Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications.

Sincerely,
[Your Name]