

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of the BBA scholarship application I submitted on [Submission Date]. As I am very passionate about pursuing my Bachelor of Business Administration, receiving this scholarship would greatly assist me in achieving my educational goals.

I understand that processing applications can be time-consuming, but I would appreciate any updates you may have regarding my application status. If any additional information is needed from my side to facilitate the process, please let me know.

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program of Study]