

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

Dear Scholarship Committee,

I am writing to express my interest in the [Name of Scholarship] for the Bachelor of Business Administration program at [Name of Institution]. As a highly motivated student committed to achieving academic excellence and contributing to my community, I believe I would be a strong candidate for this scholarship.

I am currently a [Your Current Year, e.g., high school senior] at [Your School Name], where I have maintained a [Your GPA] GPA while participating in various extracurricular activities, including [mention relevant activities, clubs, or positions of leadership]. I have developed a passion for [specific area of business, e.g., marketing, entrepreneurship], and I aim to further my knowledge in this field through your esteemed program.

Financial assistance through this scholarship would greatly alleviate the burden of tuition and educational expenses, allowing me to focus on my studies and take full advantage of the opportunities available at [Name of Institution].

Thank you for considering my application. I look forward to the possibility of contributing to the [Name of Institution] community and pursuing my academic and professional goals with your support.

Sincerely,  
[Your Name]