

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

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

I am writing to express my interest in the [Scholarship Name] to support my education in the Bachelor of Business Administration program at [University/College Name].

[Paragraph detailing your academic achievements, relevant coursework, or experiences.]

[Paragraph discussing your career goals and how the scholarship will assist in achieving them.]

[Optional paragraph mentioning any community service, extracurricular activities, or leadership roles.]

I am truly grateful for the opportunity to apply for this scholarship and appreciate your consideration of my application.

Thank you for your time and support.

Sincerely,  
[Your Name]