

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee Name]
[CJC Scholarship Program]
[Institution Name]
[Institution Address]
[City, State, ZIP Code]

Dear [Scholarship Committee Name or Specific Contact Person],
I hope this letter finds you well. I am writing to inquire about the [specific name of the CJC Scholarship] for the [academic year or semester] at [Institution Name]. I am very interested in applying for this scholarship, as it aligns perfectly with my academic goals and aspirations in [your field of study or interest].
I would like to know more about the eligibility criteria, application process, and any important deadlines related to the scholarship. Additionally, if there are any specific documents or materials required for the application, I would appreciate your guidance on that matter. Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Student ID (if applicable)]