

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

Dear [Recipient's Name],

I am writing to apply for the [Name of Scholarship] offered by [Institution/Organization Name]. As a recent graduate of [Your School Name] with a strong commitment to [Your Field of Study/Interest], I believe I am a suitable candidate for this scholarship.

Throughout my time at [Your School Name], I have demonstrated [mention key academic achievements, leadership roles, community service, etc.]. My dedication to [specific goals, projects, or endeavors] reflects my passion and commitment to making a positive impact in my community. This scholarship will greatly assist in covering my expenses as I pursue [Your Intended Program or Major] at [Intended Institution]. With financial assistance, I aim to focus on [specific goals or career aspirations] and contribute to [mention any community or professional goals].

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]