

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Institution Name]
[Department/Office Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for the CSC Scholarship to support my studies in [Your Field of Study] at [University Name]. I have a strong academic background, evidenced by [briefly mention your academic achievements or relevant qualifications].

The CSC Scholarship aligns perfectly with my career goals, as I aim to [briefly describe your career goals and how the scholarship will assist]. I have been actively involved in [mention relevant extracurricular activities, volunteer work, or research experience] that demonstrate my commitment and passion for [Your Field].

I believe that this scholarship will not only help me achieve my academic goals but also contribute to [briefly mention how you plan to give back to the community or your field].

Thank you for considering my application. I look forward to the opportunity to contribute to [University Name] and represent the values of the CSC Scholarship.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]