

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Scholarship Committee's Name]
[University/Organization's Name]
[Address]

[City, State, Zip Code]

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

I am writing to express my sincere interest in the [specific name of the scholarship] and to provide my application for consideration.

****Introduction****

[Briefly introduce yourself, your current academic status, and what the scholarship is for.]

****Academic Achievements****

[Discuss your academic accomplishments, relevant coursework, and any honors received.]

****Career Goals****

[Explain your professional aspirations and how this scholarship will help you achieve them.]

****Financial Need****

[Describe your financial situation and the reasons why you require financial assistance.]

****Conclusion****

[Thank the committee for considering your application and express your hope to be selected for the scholarship.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Enclosures: if applicable, list documents you are including with the letter]