

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

Dear [Scholarship Program Coordinator's Name],  
I hope this letter finds you well. My name is [Your Name], and I am [a brief introduction about yourself, e.g., a high school senior, a college student, etc.]. I am writing to inquire about the FFL Scholarship program that [Institution/Organization Name] offers.

I am particularly interested in this scholarship because [briefly explain your interest and how it aligns with your goals]. I would like to know more about the eligibility criteria, application process, and any upcoming deadlines.

Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,  
[Your Name]