

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally apply for the [Name of Scholarship] offered at [School's Name]. I am a [Your Year, e.g., junior] studying [Your Major/Subjects] and have been a committed student throughout my time here.

I am passionate about [Briefly mention your interests/hobbies related to your field, e.g., community service, science, art], and I believe that this scholarship can significantly aid my pursuit of [Your Goals, e.g., further education, specific projects].

I have attached my application form, academic records, and letters of recommendation for your review. I appreciate your consideration of my application and look forward to the opportunity to further discuss my candidacy.

Thank you for your time and support.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Class/Grade]