

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

Dear [Recipient's Name],

I am writing to express my interest in the FJC Scholarship and to provide insight into my qualifications and aspirations.

[Introduction Paragraph: Briefly introduce yourself and state your intention to apply for the scholarship.]

[Body Paragraph 1: Discuss your academic achievements and relevant experiences.]

[Body Paragraph 2: Highlight your extracurricular activities, volunteer work, or leadership roles.]

[Body Paragraph 3: Explain how the scholarship will help you achieve your education and career goals.]

[Conclusion Paragraph: Thank the scholarship committee for considering your application and express your enthusiasm for the opportunity.]

Sincerely,
[Your Name]