

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

Dear [Scholarship Committee/Specific Name if known],
I hope this message finds you well. I am writing to inquire about the FJC Scholarship application process and deadlines. I am very interested in applying for this scholarship to support my educational pursuits in [Your Field of Study] at [Your Institution].

I would greatly appreciate any information you could provide regarding eligibility requirements, application materials, and any specific criteria that the committee considers during the selection process. Additionally, if there are opportunities for me to speak with someone directly regarding the scholarship, I would be eager to arrange such a conversation.

Thank you for your assistance. I look forward to your prompt response.
Sincerely,

[Your Name]
[Your Student ID (if applicable)]