

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

Dear [Scholarship Committee Name],

I am writing to respectfully request consideration for the [Name of Scholarship] for the upcoming academic year. I am currently a [Your Grade/Class] student at [Your School Name] and have a keen interest in [your field of study or career aspiration].

I have maintained a [Your GPA/Academic Achievements] and have been actively involved in [Extracurricular Activities/Volunteer Work]. These experiences have helped shape my goals and aspirations.

I am facing [briefly explain your financial situation or need for the scholarship]. Receiving this scholarship would greatly assist me in achieving my educational goals and allow me to focus on my studies without the added burden of financial strain.

Thank you for considering my application. I look forward to the opportunity to contribute positively to the community and to uphold the values of [Institution/Organization Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]