

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Committee Name]  
FVTC (Fox Valley Technical College)  
[Office Address]  
[City, State, Zip Code]

Dear [Scholarship Committee Members/Specific Name],  
I am writing to express my sincere gratitude for considering my application for the [Name of Scholarship] at Fox Valley Technical College. As a [your current status, e.g., "first-year student in the Nursing program"], I am passionate about [briefly explain your passion and goals related to your field of study].  
Receiving this scholarship would not only alleviate my financial burden but also empower me to focus more on my academic achievements and community involvement. I am committed to maintaining excellence in my studies and contributing positively to my peers and the community. Thank you once again for your consideration. I look forward to the opportunity to further my education and make a meaningful impact in the field of [your field of study].

Sincerely,  
[Your Name]  
[Student ID Number, if applicable]