

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the FPL Scholarship program, as I am interested in applying for funding to support my education.

I would greatly appreciate if you could provide me with detailed information regarding the scholarship application process, eligibility requirements, deadlines, and any other relevant details. Additionally, if there are any upcoming informational sessions or resources available, I would love to know about those as well.

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

Sincerely,  
[Your Name]