

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

[Recipient's Name]  
[Title]  
[FPL Scholarship Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., high school senior, college freshman] studying [Your Major/Field of Study] at [Your School/University]. I am writing to inquire about the FPL Scholarship and the application process for this opportunity.

I am particularly interested in learning about [specific details you would like to know, e.g., eligibility criteria, scholarship amount, deadlines, etc.]. I believe that this scholarship could greatly assist me in pursuing my educational goals and furthering my career in [Your Field/Interest].

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]