

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

[Recipient Name]
[Title/Position]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the FVTC scholarship offered for [specific program or academic year]. I am currently a [your current status, e.g., high school senior, college student] pursuing my education at [Your School/College Name].

In my academic journey, I have demonstrated [mention relevant achievements, GPA, extracurricular activities, etc.]. Additionally, I have a strong interest in [mention your field of study or career goals related to the scholarship].

The FVTC scholarship would greatly assist me in [explain how the scholarship will help you, e.g., financial assistance for tuition, books, or living expenses]. I am committed to [briefly mention your future plans or how you plan to give back to the community].

Thank you very much for considering my application. I look forward to the opportunity to further discuss my qualifications.

Sincerely,

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