

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

Dear [Scholarship Committee/Specific Name],
I am writing to inquire about the GBA Scholarship for [specific academic year or program]. I am very interested in applying and would like to gather more information regarding eligibility criteria, the application process, and any deadlines that I should be aware of.

As a [your current status, e.g., high school senior, college student] with a strong interest in [your field of study or future career goals], I believe that this scholarship could greatly assist me in achieving my educational objectives.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]