

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

Dear [Recipient's Name],

I am writing to express my sincere gratitude for the opportunity to apply for the GBA Scholarship. As a dedicated student pursuing [Your Major/Field of Study] at [Your Institution], I believe that this scholarship would not only alleviate my financial burden but also allow me to focus more on my academic and personal growth.

[Paragraph discussing your academic achievements, extracurricular activities, and any relevant experiences that demonstrate your qualifications for the scholarship.]

Additionally, the support provided by the GBA Scholarship would enable me to [mention specific goals or projects you wish to pursue as a result of receiving the scholarship].

Thank you for considering my application. I look forward to the possibility of contributing to and benefiting from the GBA community.

Sincerely,
[Your Name]