

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

Dear [Scholarship Committee's Name],

I am writing to express my sincere gratitude for the opportunity to apply for the [Name of Scholarship] to support my pursuit of the International Baccalaureate (IB) Diploma.

As a dedicated student at [Your School's Name], I have consistently challenged myself academically and taken on leadership roles in [mention any relevant activities, clubs, or sports]. My passion for [specific subjects or areas of interest within the IB program] drives me to excel in my studies and commit to my community through [mention community service or volunteer work].

Achieving the IB Diploma is not just a personal goal; it is also a step towards my aspiration of [mention your career or educational goals].

However, pursuing this program comes with significant financial challenges for my family. Receiving the [Name of Scholarship] would alleviate some of this burden and allow me to focus more on my studies and extracurricular involvement.

I am committed to maintaining high academic standards and contributing positively to [Your School's Name] and the wider community. Thank you for considering my application. I look forward to the possibility of contributing to and representing [Name of Scholarship] throughout my IB journey.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]