

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up regarding my application for the JGP Scholarship submitted on [submission date]. I would like to express my sincere gratitude for the opportunity to apply and to highlight my continued interest in the scholarship. [Briefly reiterate your qualifications or relevant experiences]. If there are any updates regarding my application status or additional information needed from my side, please do not hesitate to reach out. Thank you for your time and consideration. I look forward to your response.

Warm regards,
[Your Name]