

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

Dear [Recipient's Name],

I am writing to formally apply for the [specific scholarship name] offered by [organization/school name]. I am currently a [your current grade, e.g., 9th grade student] at [your school name], and I am eager to further my education and pursue my academic goals.

[In this paragraph, briefly introduce yourself and explain your background, interests, and achievements relevant to the scholarship.]

I am particularly interested in [mention any specific field of study or career interests] and believe this scholarship will greatly assist me in [explain how the scholarship will help you].

[In this paragraph, discuss your extracurricular activities, volunteer experience, or any other achievements that highlight your character and dedication.]

Thank you for considering my application. I look forward to the opportunity to contribute positively and grow within [organization/school name]. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]