

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a student at [Your School Name], in the [Your Grade Level] grade. I am writing to inquire about the JHS scholarship program offered by [Organization Name].

I am very interested in applying for this scholarship as it would greatly assist me in continuing my education and pursuing my academic goals. I would appreciate any information regarding the application process, eligibility criteria, and deadlines.

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

Sincerely,
[Your Name]