

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Scholarship Committee Name]  
[Institution/Organization Name]  
[Institution/Organization Address]  
[City, State, Zip Code]

Dear [Scholarship Committee Name or Specific Person's Name],  
I am writing to formally request consideration for the [Name of  
Scholarship] for the upcoming academic year. My name is [Your Name], and  
I am a [grade level] student at [Your School's Name].

I have always been passionate about [mention your interests or field of  
study relevant to the scholarship], and I believe that this scholarship  
will greatly assist me in achieving my educational and career goals.

[Briefly explain your academic achievements, extracurricular activities,  
and any relevant experiences].

Due to [briefly explain your financial situation or any challenges you  
face], I am seeking this scholarship to help alleviate the financial  
burden of my education.

I appreciate your attention to my request, and I hope that you will  
consider my application favorably. Thank you for your time and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]