

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

Dear Scholarship Committee,  
I am writing to apply for the [Name of Scholarship] for [Academic Year/Term]. I am currently a [Your Grade/Year] student at [Your School Name] and have a strong passion for [Your Major/Field of Interest]. Throughout my academic career, I have demonstrated my commitment to excellence in my studies as well as my extracurricular activities, such as [List Relevant Activities/Clubs]. My involvement in [Specific Community Service/Volunteer Work] has further enhanced my leadership and teamwork skills.

This scholarship would greatly alleviate the financial burden of [Explain how the scholarship would help you]. It would enable me to focus on my education and pursue my goals of [Describe Your Career Goals/Plans]. Thank you for considering my application. I am looking forward to the opportunity to further discuss my candidacy.

Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]