

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

[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about the JVC scholarship opportunities available for the upcoming academic year. I am currently [a student at/working towards] [Your School/Institution or Background] and I am very interested in applying for this scholarship to support my education in [Your Field of Study/Area of Interest].

I would appreciate any information you could provide regarding eligibility criteria, application deadlines, and the selection process. Additionally, if there are any specific documents or prerequisites required for the application, I would be grateful for your guidance on those as well.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]