

[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 am writing to apply for the JVC Scholarship, which I believe will greatly assist me in my educational journey.

[Introduction: Briefly introduce yourself and state your purpose for writing.]

[Body Paragraph 1: Describe your academic achievements, goals, and aspirations. Highlight relevant experiences.]

[Body Paragraph 2: Discuss your community involvement, leadership roles, and any challenges you have overcome.]

[Body Paragraph 3: Explain how the scholarship will help you achieve your goals and how you plan to give back to the community.]

[Conclusion: Thank the reader for considering your application and express your enthusiasm for the opportunity.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]