

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

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

Dear Scholarship Committee,

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about the JYP Scholarship program. I am currently a [Your Year, e.g., freshman, sophomore] majoring in [Your Major] at [Your Institution], and I am very interested in applying for the scholarship to further support my educational goals.

I would appreciate any information regarding the eligibility criteria, application process, and deadlines for the upcoming academic year. Additionally, if there are any specific materials or documentation required for the application, I would like to ensure that I provide all necessary information.

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

Sincerely,

[Your Name]
[Your Student ID (if applicable)]