

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

Dear Scholarship Committee Members,

Subject: Scholarship Request for [Name of the Scholarship]

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student at [Your School/University Name] pursuing a degree in [Your Major/Field of Study]. I am writing to formally request consideration for [Name of the Scholarship] to support my educational endeavors.

[Paragraph 1: Briefly introduce yourself and your academic achievements.]

[Paragraph 2: Explain your financial situation and why you need the scholarship.]

[Paragraph 3: Describe your career goals and how this scholarship will help you achieve them.]

[Closing paragraph: Express gratitude and willingness to provide any additional information.]

Thank you for considering my application. I look forward to the opportunity to further discuss my request.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Major]