

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

[Recipient's Name]  
[Organization/Institution Name]  
[Address]

[City, State, Zip Code]  
Dear [Recipient's Name],

**\*\*Introduction\*\***

- State your purpose for writing
- Briefly introduce yourself and your background

**\*\*Academic Achievements\*\***

- Highlight your academic performance
- Mention relevant coursework or honors

**\*\*Athletic Experience\*\***

- Describe your basketball experience
- Include achievements, statistics, and awards

**\*\*Community Involvement\*\***

- Discuss volunteer work or community service related to basketball
- Emphasize leadership and teamwork skills

**\*\*Future Goals\*\***

- Outline your academic and athletic aspirations
- Explain how the scholarship will help you achieve these goals

**\*\*Closing\*\***

- Thank the recipient for considering your application
- Express enthusiasm for the opportunity

Sincerely,

[Your Name]