

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

Dear [Scholarship Committee's Name],
I hope this letter finds you well. I am writing to inquire about the
[Name of Scholarship] that is offered by [Institution/Organization]. I am
very interested in applying and would like to request additional
information regarding the eligibility criteria, application process, and
deadlines.

As a [Your Current Educational Level or Status], I am eager to pursue
[Your Intended Field of Study] and believe that this scholarship could
significantly aid my educational journey.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]