

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

Dear [Scholarship Committee's Name],

I am writing to express my interest in the OEC Scholarship for [specific program/field of study] at [institution name]. My name is [Your Name], and I am currently [your current status, e.g., a high school senior, an undergraduate student, etc.].

[Paragraph 1: Introduce yourself and your background]

In this paragraph, provide a brief background about yourself, including your educational journey, relevant experiences, and what led you to apply for the OEC Scholarship.

[Paragraph 2: Explain your career goals and aspirations]

Here, discuss your future career goals, why you have chosen your field of study, and how the OEC scholarship will help you achieve your aspirations.

[Paragraph 3: Highlight your achievements and qualifications]

Mention any academic achievements, community service, extracurricular activities, or leadership roles that demonstrate your capabilities and commitment.

[Paragraph 4: Conclusion]

Wrap up your letter by reiterating your interest in the scholarship, expressing gratitude for the opportunity, and stating that you look forward to the possibility of contributing to [institution/organization name].

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]