

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

[Scholarship Committee's Name]
[University/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Scholarship Committee's Name or "Dear Members of the Scholarship Committee"],

I am writing to formally request consideration for the [Name of Scholarship] to support my postgraduate studies in [Your Field of Study] at [University Name]. I am currently enrolled in [Your Program] and am passionate about [Briefly explain your academic interests and career goals].

Due to [explain your financial situation or any hardships], I am seeking assistance to help cover my tuition and related expenses. I have demonstrated my commitment to my academic and professional aspirations by [mention any relevant achievements, experiences, or contributions].

I believe that this scholarship will significantly relieve financial stress and allow me to focus on my studies and further contribute to [University/Community/Field]. Thank you for considering my application. I look forward to the opportunity to discuss my request further.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]