

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Committee's Name]  
[University/Organization's Name]  
[Office/Department Name]  
[Address]  
[City, State, ZIP Code]

Dear [Scholarship Committee's Name or "Scholarship Committee"],  
I am writing to submit my application for the [Scholarship Name] for the [specific academic year or term] at [University/Program Name]. I am currently a [your current status, e.g., undergraduate student, recent graduate, etc.] pursuing a degree in [your degree program] with a focus on [your specialization/area of interest].

[In this paragraph, briefly introduce your academic background, achievements, and relevant experiences that make you a strong candidate for the scholarship. Mention any specific projects, roles, or responsibilities.]

I am particularly interested in [explain your academic interests or career goals] and believe that the support from [Scholarship Name] will be instrumental in [explain how the scholarship will help you achieve your goals].

[In this paragraph, you may choose to include personal motivations, challenges you have overcome, or how you plan to give back to your community or field of study in the future.]

Thank you for considering my application. I look forward to the opportunity to contribute to [University/Program Name] and further my studies in [your field of study]. Please find my application materials attached for your review.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Student ID (if applicable)]

Attachments: [List any attached documents, e.g., CV, transcript, recommendation letters]