

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

Dear Scholarship Committee,

I am writing to express my interest in the [Name of Scholarship] and to confirm my eligibility for consideration. I am currently a [Your Year, e.g., sophomore] at [Your Institution] majoring in [Your Major], and I believe I meet the scholarship requirements based on the following criteria:

1. **\*\*Academic Performance:\*\*** I have maintained a GPA of [Your GPA] and have completed coursework relevant to [Field of Study].
2. **\*\*Financial Need:\*\*** [Briefly explain your financial situation or challenges, if applicable.]
3. **\*\*Community Involvement:\*\*** I have been actively involved in [List any relevant organizations, volunteer work, or extracurricular activities]. I am passionate about [Your Field of Study] and am committed to making a positive impact in my community. This scholarship would significantly assist in alleviating the financial burden of my education and allow me to focus on my studies and future aspirations.

Please find attached the necessary documentation, including [List any supporting documents you are including, e.g., transcripts, recommendation letters, etc.].

Thank you for considering my application. I look forward to the opportunity to contribute to [Institution/Organization Name] and its mission.

Sincerely,

[Your Name]  
[Your Student ID Number] (if applicable)