

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

Dear [Recipient Name],

I am writing to formally apply for the RLS (Research and Learning Scholarship) for the academic year [insert year]. I am currently a [Your Current Status/Position] at [Your Institution/Organization], pursuing [Degree/Field of Study].

I believe that receiving this scholarship will significantly contribute to my academic and professional development, as it will allow me to [briefly explain how the scholarship will benefit you and your goals]. Enclosed with this letter are my completed application form, transcripts, and letters of recommendation as required.

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy.

Sincerely,

[Your Name]

[Your Signature (if sending by mail)]