

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

Dear [Scholarship Committee Name or Specific Person's Name],
I am writing to formally request consideration for the [Name of the Scholarship] for the upcoming academic year. I am currently a student at [Your School Name], in the [Your Grade/Year] and have maintained a [Your GPA or Academic Achievement] throughout my studies.

[In this paragraph, explain your reasons for applying for the scholarship, including financial need, academic goals, and future aspirations. Personal stories or achievements can also be included to strengthen your application.]

I believe that receiving this scholarship will greatly assist me in achieving [explain how the scholarship will help you meet your educational goals]. I am committed to using the funds responsibly and am dedicated to continuing my education and contributing positively to my school and community.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]