

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Organization/School Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to express my interest in the [specific scholarship name] scholarship for junior high school students.
[Introduction paragraph: Briefly introduce yourself and state your purpose for writing the letter.]
[Body paragraph 1: Explain your academic achievements and extracurricular activities.]
[Body paragraph 2: Describe your goals and how the scholarship will help you achieve them.]
[Closing paragraph: Thank the reader for considering your application and express your hope for a positive response.]
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]