

****JHS Scholarship Letter Outline****

1. **Header**

- Your Name
- Your Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date

2. **Recipient Information**

- Scholarship Committee Name
- Organization/School Name
- Address
- City, State, Zip Code

3. **Salutation**

- Dear [Scholarship Committee/Specific Name],

4. **Introduction**

- Brief introduction of yourself.
- State the purpose of the letter (application for scholarship).

5. **Academic Achievements**

- Highlight your grades and academic performance.
- Mention any honors or awards received.

6. **Extracurricular Activities**

- List clubs, sports, and organizations you are involved in.
- Discuss leadership roles or contributions.

7. **Community Service**

- Describe any volunteer work or community service experiences.
- Explain the impact of your contributions.

8. **Personal Goals and Aspirations**

- Outline your future educational and career goals.
- Explain how the scholarship will help you achieve these goals.

9. **Conclusion**

- Express gratitude for the opportunity to apply.
- Reaffirm your enthusiasm for the scholarship.

10. **Closing**

- Sincerely,
- [Your Name]

11. **Optional: Attachments**

- List of any additional documents included (transcripts, recommendation letters, etc.)