

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

[Recipient's Name]
[Title/Position]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request consideration for a junior high school scholarship for my child, [Child's Name], who is currently in [current grade/year] at [current school name].

[Child's Name] has demonstrated exceptional abilities in [mention specific subjects or skills] and has actively participated in [mention extracurricular activities, volunteer work, or achievements].

We believe that the scholarship will greatly assist in providing [Child's Name] with the necessary resources and opportunities to continue excelling in their academic and personal growth.

We greatly appreciate your consideration of our request and would be happy to provide any additional information you may need. Thank you for your time and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]