

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient's Name]
[Scholarship Office/Department Name]
Johns Hopkins University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a prospective student applying to [specific program or degree] at Johns Hopkins University for the [term/year]. I am writing to inquire about the scholarship opportunities available for incoming students.

I have a strong academic background and am passionate about [mention any relevant interests or fields]. I understand that Johns Hopkins offers a variety of scholarships, and I would greatly appreciate any information regarding eligibility requirements, application processes, and deadlines. Thank you for your time and assistance. I look forward to your response.

Sincerely,
[Your Name]