

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

Dear [Scholarship Committee/Recipient's Name],
I hope this letter finds you well. I am writing to formally request consideration for the [Name of Scholarship] for the upcoming academic year. I am currently enrolled in [Your Program/Field of Study] at [Your Institution] and am dedicated to pursuing my educational and career goals.

Due to [brief explanation of financial need, e.g., family circumstances, unexpected expenses], I am in need of financial assistance to continue my studies. Receiving this scholarship would greatly alleviate my financial burden and allow me to focus more on my academic performance.

I have attached my academic records, recommendation letters, and any other required documents for your review. I am passionate about [mention any relevant achievements, extracurricular activities, or community service], and I am committed to making a positive impact in my community. Thank you for considering my request. I appreciate your time and attention and look forward to the opportunity to further discuss my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]