

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

Dear [Scholarship Committee/Specific Name if known],  
I am writing to formally request consideration for the [Name of Scholarship] due to my current financial circumstances which hinder my ability to cover educational expenses for the [Academic Year/Term]. I am currently enrolled in [Your Program/Major] at [Your Institution], and I am dedicated to [briefly explain your academic goals and aspirations]. Due to [briefly explain your financial situation, such as job loss, family circumstances, etc.], I am finding it increasingly challenging to meet the costs associated with my education, including tuition, books, and other essential expenses.

Receiving this scholarship would not only alleviate my financial burden but also allow me to fully concentrate on my studies and achieve my goal of [mention any specific academic or career ambitions]. I have maintained a [mention your GPA or significant achievements] while balancing [mention any part-time job, responsibilities, etc.].

Thank you for considering my request. I am hopeful for the opportunity to continue my education with the support of the [Name of Scholarship], and I appreciate any assistance you can provide.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]