

[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 Name/Specific Person's Name],  
I hope this letter finds you well. I am writing to formally request consideration for the [Name of Scholarship] for the [academic year/semester]. I am currently a [your current status, e.g., undergraduate student, graduate student, etc.] at [Your Institution] majoring in [Your Major/Area of Study].

[Briefly explain your academic achievements, extracurricular activities, and any relevant work or volunteer experience that demonstrates your dedication and suitability for the scholarship.]

I am passionate about [briefly discuss your career goals and aspirations], and receiving this scholarship would significantly assist me in [describe how the scholarship will help you financially and academically, e.g., covering tuition, books, etc.].

I have attached [mention any documents you are including, such as transcripts, letters of recommendation, etc.]. Thank you for considering my application. I look forward to the opportunity to contribute to the [Scholarship Committee/Institution/Organization] and to further my education.

Sincerely,

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