

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

Dear [Scholarship Committee's Name or "Members of the Scholarship Committee"],

I am writing to formally request funding for the [specific scholarship name] to support my studies in [your field of study] at [your institution].

I am currently [briefly describe your current academic status, e.g., a junior at XYZ University], and my academic achievements include [mention any relevant achievements, awards, or GPA if applicable]. Despite my dedication and hard work, I am facing financial challenges due to [explain the reason for your financial need].

This scholarship would greatly alleviate my financial burden and allow me to focus more on my studies and [mention any relevant extracurricular activities or contributions].

Thank you for considering my request. I am looking forward to the opportunity to contribute to [mention related community or academic aspects] and hope to positively represent the values of [organization/institution name].

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]