

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

Dear [Scholarship Committee's Name or "Scholarship Committee"],
I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] at [Your School/University] majoring in [Your Major]. I am writing to formally request consideration for financial aid for the [Specific Scholarship Name] for the upcoming academic year.

Due to [briefly explain your financial situation or any circumstances affecting your ability to pay for education, e.g., "unexpected medical expenses," "loss of family income," etc.], I am facing significant challenges in funding my education. I have worked diligently to maintain my academic performance and am currently [mention any achievements, e.g., "holding a GPA of 3.8"], which I hope demonstrates my commitment to my studies.

I am committed to maximizing my educational opportunities and plan to use any financial assistance toward [specific uses, e.g., "tuition, books, and essential supplies"] to ensure my continued success in my academic journey.

Thank you for considering my request. I would be grateful for any assistance that can be provided and am happy to provide any additional information needed for review.

Sincerely,

[Your Name]
[Your Student ID Number if applicable]