

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Foundation's Name]  
[Foundation's Address]  
[City, State, Zip Code]

Dear [Foundation's Name or Specific Person's Name],  
I hope this letter finds you well. My name is [Your Name] and I am currently a [Your Year in School, e.g., high school senior, college sophomore] at [Your School/University Name] pursuing a degree in [Your Major/Field of Study]. I am writing to respectfully request consideration for a scholarship opportunity through [Foundation's Name] to support my education.

Throughout my academic journey, I have maintained a [Your GPA] GPA, and I am actively involved in [List any extracurricular activities, volunteer work, leadership roles, etc.]. My passion for [Your Field/Interest] drives me to excel, and I aspire to [Briefly state your career goals or aspirations].

However, due to [Briefly explain your financial situation or any challenges you are facing], I am seeking financial assistance to help alleviate the burden of educational expenses. Receiving a scholarship from [Foundation's Name] would not only assist me in achieving my educational goals but would also enable me to give back to my community in the future.

I have attached my resume and transcript for your consideration. I would be grateful for the opportunity to discuss my application further and how I embody the values of [Foundation's Name]. Thank you for considering my request.

Warm regards,

[Your Name]  
[Your Signature (if sending a hard copy)]