

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

Dear [Scholarship Committee's Name or Recipient's Name],
I am writing to formally request consideration for the [Name of Scholarship] for the [academic year/term] at [University/Institution Name]. As a [Your Year, e.g., sophomore, junior] majoring in [Your Major], I am passionate about [brief statement about your passion/field of study].

Due to [briefly explain your financial situation], I am in need of financial assistance to pursue my academic goals. [You may include specific details about your achievements, community service, or relevant experiences that make you a suitable candidate for the scholarship]. I am committed to [your academic goals or career aspirations], and this scholarship would significantly contribute to my ability to [how the scholarship will help you achieve your goals].

Thank you for considering my request. I hold a deep appreciation for the support provided by [Organization/Institution Name] to students like myself. I look forward to the opportunity to further discuss my application.

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