

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request consideration for a scholarship to support my academic pursuits at [Your Institution Name]. As a student in the [Your Program/Field of Study], I am committed to excelling in my studies and contributing positively to my community.

Currently, I have achieved a cumulative SGPA of [Your SGPA], reflecting my dedication and hard work. However, due to [briefly explain your financial situation or any other relevant reason], I am seeking financial assistance to continue my education and a scholarship would greatly alleviate this burden.

I have been involved in [mention any relevant extracurricular activities, leadership roles, or community service], which demonstrate my commitment to both my personal development and the welfare of others. I believe these experiences, along with my academic performance, make me a suitable candidate for your scholarship.

Thank you for considering my application. I would be grateful for the opportunity to discuss my request further. Please feel free to contact me at your convenience.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]