

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

Dear [Grant Committee's Name],
I am writing to apply for tuition assistance through [Name of Grant or Program] to support my educational goals at [Name of Institution]. As a [your current status, e.g., student, returning adult learner], I am pursuing [your degree or program, e.g., Bachelor's in Business Administration] with the hope of [briefly describe your long-term career goals or aspirations].

Due to [briefly describe your financial situation and any relevant circumstances, e.g., loss of income, unexpected expenses], I am in need of financial assistance to continue my education. [Optional: Include any relevant achievements, volunteer work, or community involvement that highlights your commitment to your studies and future career.]

I am committed to [explain how the education will impact your future and benefit the community/society]. Your support would not only alleviate my financial burdens but also enable me to focus on my studies and contribute meaningfully to my field.

Thank you for considering my application. I am hopeful for the opportunity to further my education with your assistance. Please find my financial documents and any required forms attached for your review.

Sincerely,

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