

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Committee Name]  
[University Name]  
[Department or Office Name]  
[University Address]  
[City, State, Zip Code]

Dear [Scholarship Committee Members/Specific Person's Name],  
I am writing to express my interest in the [Name of Scholarship] for the upcoming academic year as I embark on my undergraduate studies at [University Name].

I was recently accepted into the [specific program or major] program and am eager to contribute positively to the university community. This scholarship would be instrumental in helping me achieve my educational goals and reduce the financial burden on my family.

I have a strong academic record, demonstrated leadership skills, and a commitment to [relevant extracurricular activities or volunteer work]. I believe these experiences have prepared me to make a meaningful contribution to [University Name].

Thank you for considering my application for the [Name of Scholarship]. I look forward to the opportunity to contribute positively to the university and to my field of study.

Sincerely,

[Your Name]  
[Applicant ID if applicable]