

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[University of California]  
[Department/Office]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for the [specific scholarship name] offered by the University of California. As a [your current academic status, e.g., high school senior, undergraduate student] majoring in [your intended major], I am excited about the opportunity to further my education at UC and believe this scholarship will significantly assist me in achieving my academic and professional goals. Throughout my academic career, I have demonstrated a commitment to excellence in [mention relevant subjects or extracurricular activities]. Additionally, I have participated in [mention any community service, leadership roles, or relevant experiences], which have shaped my aspirations to contribute positively to my community and society at large.

Receiving the [specific scholarship name] will not only alleviate the financial burden of my education but also empower me to fully engage with the diverse opportunities available at UC. I am particularly drawn to [mention any specific programs, organizations, or research opportunities at UC that interest you] and am eager to contribute my skills and passion to the UC community.

Thank you for considering my scholarship application. I am looking forward to the possibility of being part of the University of California and contributing to its rich legacy of academic achievement and community service.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]