

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

Dear [Scholarship Committee Name/Specific Person's Name if known],  
I am writing to express my interest in the [Name of Scholarship] for which I am applying for the upcoming academic year.

I am currently a [Your Current Year of Study] student pursuing [Your Major/Field of Study] at [University Name]. I have maintained a [Your GPA] GPA and have participated in [mention any relevant extracurricular activities, volunteer work, or leadership roles].

The [Name of Scholarship] is important to me as it will support my education and allow me to focus more on my studies without financial burden. [Add any personal experiences that highlight your need and motivation for the scholarship.]

I appreciate your consideration of my application. I look forward to the opportunity to contribute positively to the [University Name] community. Thank you for your time and consideration.

Sincerely,  
[Your Name]