

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

Dear [Recipient Name],

I am writing to formally request support for the UJ Scholarship for the academic year [insert year]. As a [your current status, e.g., incoming freshman, current student, etc.] majoring in [your major] at [University Name], I am eager to pursue my educational goals and believe that the UJ Scholarship will greatly assist me in this endeavor.

I have demonstrated academic excellence through [mention any relevant achievements, GPA, awards, etc.]. Additionally, I am actively involved in [mention any extracurricular activities, volunteering, or work experience] that has contributed to my personal and professional growth. The financial support provided by the UJ Scholarship will enable me to focus on my studies and reduce my financial burden, allowing me to engage more fully in academic and extracurricular opportunities.

I appreciate your time and consideration of my application. I am looking forward to the possibility of receiving support through the UJ Scholarship and continuing my education at [University Name].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]