

[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 Name or Specific Person's Name],  
I am writing to apply for the [Name of Scholarship] at the University of [University Name]. I am currently a [your year, e.g., senior] majoring in [your major], and I am passionate about [briefly explain your passion or area of study].

[Paragraph 1: Introduce yourself and your academic/professional background.]

[Paragraph 2: Discuss your achievements, extracurricular activities, or work experience relevant to the scholarship.]

[Paragraph 3: Explain why you are applying for the scholarship and how it will help you achieve your goals.]

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications and how I can contribute to the [specific program or scholarship].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student ID (if applicable)]