

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Committee's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Scholarship Committee's Name or "Members of the Scholarship Committee"],

I am writing to formally submit my application for the [Name of the JV Scholarship] offered by [Organization's Name]. I am a [your current status, e.g., high school senior, college student] at [Your School/University's Name], and I am eager to further my education in [your field of study or interest].

[In this paragraph, provide a brief introduction about yourself, your academic achievements, and any relevant extracurricular activities or community service that align with the scholarship's objectives.]

Additionally, I have enclosed [list any required documents such as your resume, transcripts, recommendation letters, etc.], as stipulated in the application guidelines. I believe that my background and experiences have prepared me to contribute positively to my community and the field of [your field].

Thank you for considering my application. I am looking forward to the opportunity to contribute to [describe how you plan to use the scholarship, e.g., your educational and career goals]. Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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