

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee/Office Name]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Scholarship Committee/Recipient's Name],
I hope this message finds you well. My name is [Your Name], and I am a
[Your Year, e.g., high school senior, college freshman] interested in
applying for the JV Scholarship offered by [Organization/Institution
Name].

I am writing to inquire about the eligibility criteria, application
process, and any specific documents required for this scholarship. I am
very eager to learn more about the opportunities this scholarship might
provide and how I can best prepare my application.

Thank you for your time and assistance. I look forward to your response.
Sincerely,
[Your Name]