

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

Dear [Scholarship Committee Name/Member],

I am writing to respectfully request consideration for the WBS Scholarship for the upcoming academic year. I am currently a [your current educational status, e.g., "junior studying Business Administration"] at [your institution's name], and I believe that this scholarship would greatly assist me in achieving my educational and career goals.

Throughout my academic career, I have demonstrated a commitment to excellence in my studies, as well as a passion for [mention a relevant field or interest related to the scholarship]. Additionally, I have been actively involved in [mention any relevant extracurricular activities or community service], which have further fueled my desire to pursue a career in [specific career goal or industry].

Unfortunately, due to [briefly explain your financial situation or any personal circumstances affecting your ability to fund your education], I am in need of financial assistance to continue my studies and make a meaningful contribution to my community and industry in the future.

I am genuinely passionate about [mention your field of study or future ambitions] and I am confident that with your support through the WBS Scholarship, I will be able to focus more on my studies and less on financial burdens.

Thank you very much for considering my application. I look forward to the opportunity to contribute positively to [institution/organization name] and uphold the values that the WBS Scholarship represents.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]