

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

Dear [Recipient Name or "Scholarship Committee"],  
I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Current Status, e.g., student at XYZ University, incoming freshman, etc.]. I am writing to inquire about the [Scholarship Name] offered by [Institution/Organization Name].  
I am particularly interested in this scholarship because [briefly explain your interest and how it aligns with your goals or circumstances]. I seek clarification on the eligibility criteria, application process, and any important deadlines associated with the scholarship.  
Thank you for your time and assistance. I look forward to your response.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]