

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request consideration for a work-from-home (WFH) scholarship to support my ongoing education and professional development.

As a [Your Position/Title] at [Your Organization], I am dedicated to advancing my skills and knowledge in [Your Field/Area of Study]. However, the financial constraints associated with my current educational pursuits are proving to be a challenge.

I believe that obtaining this scholarship will enable me to [explain how the scholarship will help you, e.g., enroll in a specific course, attend a conference, etc.]. This opportunity would greatly benefit my professional growth and enhance my contribution to [Your Organization]. Thank you for considering my request. I look forward to the possibility of discussing this matter further.

Sincerely,
[Your Name]