

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

Dear [Committee's Name or "Scholarship Committee"],
I hope this message finds you well. I am writing to follow up on my application for the [Name of the Scholarship] that I submitted on [Submission Date]. I am very eager about the opportunity to be considered for this scholarship, as it would greatly assist me in [briefly mention how it will help your education or career].

I understand that the selection process takes time, and I appreciate your efforts in reviewing all applications. If there is any additional information or documentation that you require to assist in the decision-making process, please feel free to reach out to me.

Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,

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