

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

[Scholarship Committee's Name or "Scholarship Committee"]  
Western Governors University  
[University Address]  
[City, State, Zip Code]

Dear [Scholarship Committee's Name or "Scholarship Committee"],

1. **\*\*Introduction\*\***

- Briefly introduce yourself.
- State the purpose of the letter: requesting a scholarship.

2. **\*\*Academic Background\*\***

- Discuss your current program of study at WGU.
- Mention your academic achievements and goals.

3. **\*\*Financial Need\*\***

- Explain your financial situation.
- Include any relevant personal circumstances that impact your ability to fund your education.

4. **\*\*Career Goals\*\***

- Highlight your professional aspirations.
- Explain how the scholarship will help you achieve these goals.

5. **\*\*Conclusion\*\***

- Express gratitude for the committee's consideration.
- Reiterate your commitment to your education and future career.

Sincerely,

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