

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

[Date]  
[Recipient Name]  
[Title]

WGU Scholarship Committee

[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific scholarship name] offered by the WGU Scholarship Committee.

[Paragraph 1: Introduce yourself and your academic program at WGU.]

[Paragraph 2: Share your professional goals and how this scholarship will help you achieve them.]

[Paragraph 3: Highlight your community involvement, work experience, or any challenges you have overcome.]

[Paragraph 4: Express gratitude for considering your application and your enthusiasm for the scholarship.]

Thank you for your time and consideration. I look forward to the opportunity to further my education with your support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]