

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Western Governors University]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my sincere interest in the [specific scholarship name] offered by Western Governors University. As an aspiring [your field of study], I believe this scholarship will significantly impact my educational journey and future career.

[Paragraph 1: Introduction of yourself, your current situation, and your educational goals.]

[Paragraph 2: Discuss your achievements, experiences, or challenges that make you a good candidate for the scholarship.]

[Paragraph 3: Explain how receiving the scholarship will help you achieve your educational and career objectives.]

[Paragraph 4: Conclude by expressing gratitude for the opportunity to apply and reiterate your enthusiasm for pursuing your education at WGU.]

Thank you for considering my application. I look forward to the possibility of contributing to the esteemed community at Western Governors University.

Sincerely,  
[Your Name]