

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Grade/Year] student at [School's Name]. I am writing to formally request your consideration for a scholarship to assist with my educational expenses.

[Explain your academic achievements, extracurricular activities, and any relevant personal circumstances that support your request for a scholarship. Elaborate on why the scholarship is important to you and how it will help you achieve your educational goals.]

I am committed to [mention your future goals and aspirations], and I believe that with financial assistance, I will be able to [explain how the scholarship will benefit your academic journey].

Thank you for considering my request. I appreciate your time and support, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]