

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

Dear [Scholarship Committee Name or Specific Person's Name],
I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about the [Name of the Scholarship] available for [specific program, school year, or field of study].

I am currently a [Your Current Status, e.g., high school senior, undergraduate student] at [Your School/Institution Name], pursuing [Your Field of Study or Major]. I am very interested in applying for this scholarship, as it will be instrumental in helping me achieve my educational goals.

I would appreciate any information you can provide regarding the eligibility criteria, application process, and deadlines for the scholarship. Additionally, if there are any specific documents or requirements needed for the application, I would be grateful to know. Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,
[Your Name]