

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

Dear [Scholarship Committee's Name or "Committee Members"],
I am writing to formally request consideration for the [specific name of the scholarship] for the [academic year/semester]. I am currently a [your current level of study, e.g., high school senior, undergraduate student, etc.] at [Your School/University Name], pursuing a degree in [your field of study].

[Briefly explain your academic achievements, extracurricular activities, and any relevant work experience.]

This scholarship would greatly assist me in [explain how the scholarship will help you, e.g., covering tuition costs, purchasing textbooks, etc.]. I am committed to [state your career goals or aspirations related to your field of study].

Enclosed with this letter are my completed application form, letters of recommendation, and any additional required documents.

Thank you for considering my application. I look forward to the opportunity to contribute positively to [organization/institution name] and further my education.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]