

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

Dear [Scholarship Committee Name or Contact Person],  
I hope this message finds you well. My name is [Your Name], and I am currently a [Your Grade/Year of Study] student at [Your School/University]. I am writing to inquire about the availability of scholarships for [Specify Program or Field of Study] for the [Academic Year or Term].

I am particularly interested in [specific aspects of the scholarship, such as eligibility criteria, application process, deadlines, etc.]. I believe that this opportunity could significantly assist in furthering my educational goals.

Thank you for your time and assistance. I look forward to your response.

Sincerely,  
[Your Name]