

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

Dear [Scholarship Committee's Name],

I am writing to formally request consideration for [Name of Scholarship] to assist with my educational expenses as I pursue a degree in [Your Degree] at [Your University].

I am currently in my [Year, e.g., sophomore] year and have maintained a GPA of [Your GPA]. Despite my hard work and dedication, I am facing financial challenges due to [briefly explain your financial situation, e.g., job loss, medical expenses, etc.].

Receiving this scholarship would significantly alleviate my financial burden and enable me to focus on my studies and extracurricular activities, such as [mention any relevant activities].

Thank you for considering my request. I am looking forward to the opportunity to further discuss my application.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]