

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

Dear [Recipient Name or "Scholarship Committee"],
I am writing to formally request consideration for the [Name of
Scholarship] for the [academic year/semester]. I am currently a [your
year, e.g., sophomore] at [Your School/University] majoring in [Your
Major].

[Paragraph 1: Briefly introduce yourself, including your academic
background, current studies, and any relevant extracurricular
activities.]

[Paragraph 2: Describe your financial need, including any hardships or
challenges you are facing. Be honest and specific.]

[Paragraph 3: Explain why you are a good candidate for the scholarship,
highlighting your achievements, goals, and how the scholarship would help
you achieve them.]

I have attached my [list any enclosed documents, such as transcripts,
recommendation letters, or personal statements] for your review. Thank
you for considering my application. I look forward to the opportunity to
further discuss my qualifications.

Sincerely,
[Your Name]