

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

Dear [Scholarship Committee's Name or "Scholarship Committee"],
I am writing to formally request consideration for the [Scholarship Name]. I am currently a [Your Year, e.g., sophomore] at [Your School Name] pursuing a degree in [Your Major].

Due to [briefly explain your financial situation or personal circumstances], I am facing challenges that make it difficult for me to cover my educational expenses. This scholarship would greatly assist me in continuing my education and achieving my academic goals.

I have maintained a [GPA or achievements] and actively participate in [mention any extracurricular activities, volunteer work, or leadership roles]. I am committed to [explain your career goals and how they relate to the scholarship].

I appreciate your consideration of my request and am hopeful for the opportunity to contribute positively to [institution/organization].

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]