

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

Dear [Scholarship Committee Name or Specific Person's Name],  
I am writing to formally request consideration for the [Name of  
Scholarship] for the upcoming academic year. I am currently a [your  
academic status, e.g., high school senior, college student] at [Your  
School/University Name] majoring in [Your Major/Field of Study].  
Due to [briefly explain your financial situation, e.g., family  
circumstances, personal hardships], I am seeking financial assistance to  
help cover my educational expenses. This scholarship would greatly ease  
my financial burden and allow me to focus on my studies.  
I have attached my completed scholarship application, my transcripts, and  
any additional documentation required for your review. Thank you for  
considering my request. I look forward to the possibility of contributing  
to my educational journey with your support.  
Sincerely,  
[Your Name]