

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

Dear [Recipient's Name/Scholarship Committee],
I am writing to formally request funding for the [Name of Scholarship] to support my academic pursuits in [Your Field of Study] at [Your Institution].

I am currently [Your Year in School, e.g., a sophomore, a graduate student], pursuing a degree in [Degree Program] with a focus on [Specific Area of Interest]. My academic journey has been driven by [briefly explain your motivation and goals].

Despite my dedication and hard work, I am facing financial challenges due to [briefly explain your financial situation]. This scholarship would greatly alleviate my financial burden and allow me to concentrate on my studies and [any specific goals, such as internships, research projects, etc.].

I have maintained a [Your GPA] GPA and have been involved in [mention any relevant activities, volunteer work, or leadership roles]. I am committed to [Your Future Plans and How Scholarship Will Help].

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

Sincerely,

[Your Name]
[Your Student ID (if applicable)]