

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

Dear [Scholarship Committee's Name or "Scholarship Committee"],  
I am writing to express my interest in the [Name of Scholarship] offered by the University of Florida. As a [Your Year, e.g., high school senior, college freshman] majoring in [Your Intended Major], I am excited about the opportunity to further my education at UF and contribute to the university community.

[Paragraph 1: Introduction]

Provide a brief introduction about yourself and your academic background. Mention how you learned about the scholarship and why you are applying for it.

[Paragraph 2: Goals and Aspirations]

Discuss your educational and career goals, and how receiving this scholarship will help you achieve them. Include specific interests or experiences related to your major.

[Paragraph 3: Extracurricular Activities and Community Involvement]

Highlight your involvement in extracurricular activities, volunteer work, or leadership positions that demonstrate your commitment to your community and personal growth.

[Paragraph 4: Conclusion]

Reiterate your appreciation for the scholarship opportunity and express your eagerness to contribute positively to the University of Florida. Thank the committee for considering your application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]