

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

Dear Scholarship Committee Members,

I am writing to express my sincere appreciation for the opportunity to apply for the [Name of Scholarship] offered by [University/Organization Name]. My name is [Your Full Name], and I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University].

I am passionate about [Your Field of Study/Interest] and have dedicated myself to [Briefly describe any relevant experience, achievements, or community service]. Receiving this scholarship would greatly assist me in [Explain how the scholarship will help you achieve your goals or alleviate financial burden].

Thank you for considering my application. I am looking forward to the possibility of contributing to the [University/Organization Name] community as a scholarship recipient. Please feel free to contact me if you require any additional information.

Sincerely,

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