

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

Dear [Recipient's Name or Scholarship Committee],  
I am writing to express my interest in the [Scholarship Name] offered by [University/Organization Name]. I am currently a [Your Current Status, e.g., high school senior, undergraduate] pursuing [Your Field of Study] and I am eager to further my education in [Specify Your Goals or Areas of Interest].

[Paragraph describing your academic achievements, extracurricular activities, and relevant experiences. Use specific examples to demonstrate your qualifications and dedication to your field.]

[Paragraph explaining your financial need or any unique circumstances that make you a strong candidate for the scholarship. Be sincere and specific.]

I am excited about the opportunity to contribute to [University/Organization Name] and uphold its values while pursuing my educational and career goals. I sincerely appreciate your consideration of my application for the [Scholarship Name].

Thank you for your time and consideration. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]