

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

[Recipient's Name]
[Title/Position]
[University Name]
[Department/Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the [Scholarship Name] at [University Name]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] with a focus on [Your Focus, if applicable].

[Paragraph detailing your academic achievements, extracurricular activities, and any relevant work experience. Discuss why you are a good candidate for the scholarship.]

[Paragraph explaining your financial need and how the scholarship will assist you in achieving your academic and career goals.]

Thank you for considering my application. I look forward to the opportunity to contribute to [University Name] and am excited about the prospect of receiving the [Scholarship Name].

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]