

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

Dear Scholarship Committee,

I am writing to express my intent to apply for the [Name of Scholarship] at [University Name]. I am currently a [Your Year, e.g., sophomore] pursuing a degree in [Your Major] and am eager to further my education while contributing to the university community.

Throughout my academic journey, I have demonstrated a commitment to excellence by [Briefly mention any relevant achievements, experiences, or skills]. I am particularly motivated to pursue this scholarship because [Explain why the scholarship is important to you and how it aligns with your goals].

In addition to my academic qualifications, I have been actively involved in [Mention any extracurricular activities, volunteer work, or relevant experiences]. These experiences have not only enriched my education but have also equipped me with valuable skills that I hope to apply in my future career.

I sincerely appreciate your consideration of my application for the [Name of Scholarship]. Thank you for the opportunity to pursue my educational goals at [University Name]. I look forward to potentially discussing my application further.

Warm regards,

[Your Name]
[Student ID Number, if applicable]