

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

[Date]  
[Recipient's Name]  
[Title]

[University Name]  
[Department/Office]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Name of Scholarship] offered by [University Name]. As a [Your Year, e.g., sophomore] majoring in [Your Major] with a focus on [Specific Focus/Interest], I am eager to further my education and contribute positively to the university community.

[Paragraph 1: Explain your academic achievements and extracurricular activities. Highlight your leadership roles or any relevant experiences that demonstrate your commitment and qualifications for the scholarship.]

[Paragraph 2: Discuss your financial need and how the scholarship will impact your education and career goals. Be specific about how this funding will assist you in your academic journey.]

[Paragraph 3: Share your future aspirations and how receiving this scholarship aligns with your long-term goals. Describe what you hope to achieve in your field and how you plan to give back to the community or your profession.]

Thank you for considering my application for the [Name of Scholarship]. I am looking forward to the possibility of being selected and contributing to the legacy of [University Name].

Sincerely,  
[Your Name]