

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

Dear [Recipient Name],

I am writing to express my interest in the [specific scholarship name] at the University of [University Name] for the [major/field of study] program. I am currently a [your current status, e.g., high school senior, undergraduate student] with a strong passion for engineering and a commitment to academic excellence.

Throughout my academic career, I have demonstrated my dedication through [mention any relevant achievements, GPA, projects, or extracurricular activities]. I believe that this scholarship would greatly assist me in pursuing my educational goals and enable me to contribute positively to the field of engineering.

I have attached my [resume/academic transcripts/letters of recommendation] for your review. Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications.

Sincerely,  
[Your Name]