

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Committee's Name]  
[University Name]  
[Office of Scholarships and Financial Aid]  
[University Address]  
[City, State, Zip Code]

Dear [Scholarship Committee's Name or "Scholarship Committee"],  
I am writing to apply for the [Specific Scholarship Name] for the  
[academic year or term]. I am currently a [your current year/level, e.g.,  
second-year] student majoring in [Your Major] at [University Name].  
[Briefly introduce yourself and explain your academic background,  
accomplishments, and any relevant experience.]

I am applying for this scholarship because [explain why you need  
financial support and how it will benefit your education and future  
career].

[Include any additional information that the committee might find  
valuable: extracurricular activities, community involvement, honors, or  
awards.]

Thank you for considering my application. I look forward to the  
opportunity to further discuss my qualifications.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]