

[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)]