

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[University/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Scholarship Request for [Program Name/Field of Study]

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] enrolled in [Program/Field of Study] at [University Name]. I am writing to formally request consideration for the [Specific Scholarship Name] for the upcoming [semester/year].

I am deeply passionate about [briefly explain your interest in your field of study or career goals] and am committed to excelling in my academic pursuits. [Mention any achievements, extracurricular activities, or community service that demonstrate your commitment and qualifications]. However, I am facing [brief explanation of your financial situation, e.g., unexpected expenses, family circumstances] that makes it challenging for me to fund my education without assistance.

I believe that receiving this scholarship will not only alleviate my financial burdens but will also motivate me to continue striving for academic excellence and contribute positively to my community.

Thank you for considering my application. I am looking forward to the opportunity to further discuss my request.

Sincerely,

[Your Name]

[Student ID (if applicable)]