

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Scholarship Committee Name]  
[Xgram Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name or "Scholarship Committee"],  
I am writing to formally apply for the [Name of Scholarship] offered by Xgram. I am currently [your current academic status, e.g., a high school senior] at [Your School/University Name], where I have been pursuing [your field of study or major].

Throughout my academic journey, I have demonstrated [mention your academic achievements, extracurricular activities, community service, or leadership roles]. I am particularly passionate about [discuss your specific interests related to the scholarship and your future goals]. This scholarship would greatly assist me in achieving my educational aspirations by [explain how the scholarship will help you, e.g., covering tuition, books, etc.].

Thank you for considering my application. I look forward to the opportunity to contribute to the Xgram community and hope to hear from you soon.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]