

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee's Name]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Scholarship Committee's Name or "Scholarship Committee"],
I am writing to apply for the [Name of Scholarship] for the [academic year or semester]. I am currently a [Your Current Year, e.g., high school senior, college sophomore] at [Your School/Institution Name] and plan to pursue [Your Intended Major/Course of Study] at [Your Desired Institution].

[In this paragraph, briefly introduce yourself and explain your academic achievements, extracurricular activities, and any relevant experience that makes you a strong candidate for the scholarship.]

[In the next paragraph, discuss your financial need and how the scholarship will help you reach your educational goals. Be specific about how it will impact your ability to pay for tuition, books, or other necessary expenses.]

[Conclude your letter by expressing gratitude for the scholarship committee's consideration, and reiterate your enthusiasm for the opportunity to further your education with their support.]

Thank you for considering my application. I look forward to the opportunity to contribute to [the community, the institution, etc.] and to showcase my dedication to [your field of study].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]