

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

Dear Members of the Scholarship Committee,

I am writing to formally apply for the [Name of Scholarship] for the [academic year/semester]. I am currently a [your current status, e.g., high school senior, college freshman] at [Your School/College Name], pursuing [intended major or field of study].

I have maintained [your GPA or academic achievements], and have participated in [relevant extracurricular activities, volunteer work, or leadership roles]. These experiences have shaped my dedication to [your field of interest] and my desire to contribute positively to my community.

I am seeking financial assistance to help cover [tuition, books, supplies, etc.], as [briefly explain your financial need or situation]. This scholarship would not only alleviate some of the financial burdens but also enable me to focus on my studies and extracurricular activities. Thank you for considering my application. I look forward to the opportunity to contribute to the [organization/college name] community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]