

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my strong interest in the [Name of Scholarship] offered by [Organization/Institution Name]. As a [Your current status, e.g., sophomore student] pursuing [Your Major] at [Your University], I have consistently strived to excel academically while actively engaging in [Extracurricular activities, volunteer work, etc.].

[Paragraph highlighting your achievements and experiences that relate to the scholarship criteria. Discuss relevant coursework, projects, internships, or leadership roles.]

[Paragraph explaining your financial need and how the scholarship will help you achieve your educational and career goals. Be specific about how it will impact your studies.]

[Paragraph discussing your long-term goals and how receiving this scholarship will pave the way for your future aspirations. Mention specific fields, careers, or contributions you hope to make.]

Thank you for considering my application for the [Name of Scholarship]. I am eager to bring my passion for [Your field/area of interest] to [Organization/Institution Name] and contribute positively to the community.

Sincerely,  
[Your Name]