

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

Dear [Recipient Name/Scholarship Committee],  
I hope this letter finds you well. My name is [Your Name], and I am a  
[Your Year, e.g., senior] student at [Your School/University] majoring in  
[Your Major]. I am writing to formally request consideration for the  
[Scholarship Name] scholarship for the upcoming academic year.

Due to [briefly explain your financial need or circumstances], I am  
seeking financial assistance to help me pursue my educational goals. This  
scholarship would greatly alleviate my financial burden and allow me to  
focus on my studies and extracurricular activities.

I have attached my resume and [any additional documents, e.g.,  
transcripts, recommendation letters] for your review. I am grateful for  
any consideration you can provide regarding my application for this  
scholarship.

Thank you for considering my request. I look forward to the opportunity  
to contribute to the [Name of Organization/Institution] community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]