

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

Dear [Scholarship Committee Name],

I hope this message finds you well. My name is [Your Name], and I am [a prospective student/current student] interested in applying for the [specific scholarship name] for the [upcoming academic year/semester].

I would like to inquire about the availability of the scholarship, eligibility requirements, and the application process, including any deadlines that I should be aware of. I am eager to learn more about how this scholarship can assist in furthering my education in [your field of study].

Thank you for your time and assistance. I look forward to your response.

Sincerely,
[Your Name]