

[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 Members/Specific Name if known],  
I am writing to formally apply for the [Name of Scholarship] offered by  
[Organization/Institution Name]. I am currently a [Your Current Status,  
e.g., high school senior, college sophomore] at [Your School/University  
Name], pursuing a degree in [Your Major/Field of Study].

I have a strong passion for [briefly describe your passion related to  
your field], and I am committed to achieving [state your goals and  
aspirations]. Receiving this scholarship would greatly assist me in  
[explain how the scholarship will help you, e.g., covering tuition,  
books, etc.].

[Optional: Include a brief paragraph about your accomplishments,  
extracurricular activities, or challenges you have overcome.]

Thank you for considering my application. I look forward to the  
opportunity to contribute to [Organization/Institution Name] and further  
my education with your generous support.

Sincerely,  
[Your Name]