

[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,

I am writing to formally submit my application for the [Name of Scholarship] for the [academic year/semester]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your Institution]. This scholarship will greatly assist me in pursuing my academic goals and furthering my commitment to [specific career or field]. I have attached my application materials, including my resume, transcript, and recommendation letters, for your review.

Thank you for considering my application. I look forward to the opportunity to contribute positively to the [Name of Institution/Community].

Sincerely,
[Your Name]