

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

Dear [Scholarship Committee's Name or "Scholarship Committee"],
I hope this letter finds you well. My name is [Your Name], and I am writing to formally express my interest in the [Name of Scholarship] for the [Academic Year/Term]. I am currently a [Your Current Academic Status, e.g., high school senior, college sophomore] at [Your School/University Name] studying [Your Major/Field of Study].

I am reaching out to confirm my eligibility for this scholarship and to provide any necessary information regarding my academic and extracurricular achievements. I meet all the outlined criteria, which include [briefly list eligibility criteria such as GPA requirement, community service experience, major, etc.].

Throughout my academic journey, I have maintained a [Your GPA or academic achievement], demonstrating my commitment to my education and personal growth. Additionally, I have been actively involved in [mention relevant extracurricular activities, volunteer work, or leadership roles], which have enriched my educational experience and developed my skills in [mention relevant skills/qualities].

I genuinely believe that being awarded the [Name of Scholarship] would not only alleviate some financial burdens but also empower me to further excel in my studies and contribute positively to my community. I am passionate about [mention your career goals and how the scholarship aligns with them].

If there are any forms or additional documents required to ascertain my eligibility, please let me know, and I will be happy to provide them promptly. Thank you for considering my application. I look forward to the opportunity to further discuss my eligibility and contributions.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]