

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

Dear [Scholarship Committee's Name or "Members of the Scholarship Committee"],

I am writing to express my intent to apply for the [Scholarship Name] for the [academic year/semester]. I am currently a [your current educational status, e.g., high school senior, college sophomore] at [Your School/University] with a major in [Your Major/Field of Study].

I have always been passionate about [briefly describe your passion related to your field of study or career goals]. Throughout my academic journey, I have sought opportunities to expand my knowledge and skills, such as [mention any relevant experiences, internships, volunteer work, or extracurricular activities].

Receiving this scholarship would greatly assist me in [explain how the scholarship will help you, e.g., covering tuition, purchasing books, etc.]. This support would enable me to focus more on my studies and less on financial constraints as I pursue my goal of [mention your long-term career goals or aspirations].

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications.

Sincerely,  
[Your Name]