

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request consideration for the [Scholarship Name] for the upcoming academic year. As a [Your Year, e.g., high school senior, undergraduate, etc.] majoring in [Your Major/Field of Study] at [Your School/University], I am dedicated to [briefly state your academic and career goals]. My journey thus far has been shaped by [mention any relevant experiences, achievements, or challenges].

I believe that receiving this scholarship will greatly assist me in pursuing my education and achieving my aspirations. With the financial support, I plan to [explain how the scholarship will help you, e.g., cover tuition, purchase books, etc.].

Thank you for considering my application. I look forward to the possibility of contributing to and benefiting from the [Scholarship Name].

Sincerely,  
[Your Name]