

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

Dear [Scholarship Committee's Name],  
I am writing to formally apply for the [Name of Scholarship] that your esteemed organization offers. I am currently a [Your Current Education Level, e.g., high school senior, undergraduate student] at [Your Institution's Name] majoring in [Your Major].  
As a dedicated student with a passion for [Your Field of Interest], I have consistently maintained a [Your GPA or Academic Performance] while actively participating in [Extracurricular Activities, Volunteer Work, or Related Experiences]. I believe that the [Name of Scholarship] would significantly aid me in achieving my educational and career goals, particularly [specific goals related to your field].  
In my pursuit of excellence, I have encountered financial challenges that have made it difficult to [explain any financial difficulties briefly]. Receiving this scholarship would not only alleviate some of these burdens but also allow me to focus more on my studies and personal development. Enclosed with this letter are my [List of Attached Documents, e.g., transcripts, recommendation letters, personal statement] for your review. I am eager to contribute positively to [Organization's Name] and the community at large through my future endeavors.  
Thank you for considering my application. I look forward to the possibility of discussing my proposal further.

Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]