Letter of Intent for Scholarship

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Recipient’s Name]

[Recipient’s Position and office/department assigned]

[Name of University/College]

Dear [Recipient’s Name],

 My name is [YOUR FULL NAME], a bonafide [YEAR LEVEL] student taking Bachelor of [YOUR DEGREE PROGRAM] in [University/College name]. I am writing this letter to express my intent to apply for the [NAME OF THE SCHOLARSHIP].

 I strongly believe that I am qualified for the scholarship because [STATE YOUR QUALIFICATIONS, EXPERIENCES, AND OTHER REASONS WHY YOU DESERVE THE SCHOLARSHIP]. Moreover, [INCLUDE OTHER REASONS WHY TO CHOOSE YOU].

 I am in dire need of this scholarship because [STATE REASONS WHY YOU NEED THE SCHOLARSHIP].

 I am grateful for having a chance to apply for your prestigious scholarship program that helps a lot of students achieve their dreams. I am looking forward to your positive response.

Best regards,

[Signature over printed name]

[Address]

[Contact Details]