[Your Full Name]

[Your Address]

[Your Contact Details]

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

[Recipient’s Name]

[Position, Office/Department]

[Name of School]

Greetings [Recipient’s name],

Good day! My name is [YOUR FULL NAME], a Grade [CURRENT GRADE LEVEL] student of [NAME OF SCHOOL]. It came to my knowledge that your good office is offering financial assistance through [NAME OF SCHOLARSHIP] that aims to [WRITE THE GOAL OR MOTIVATION OF THE SCHOLARSHIP AND HOW IT ALIGNS TO YOUR ASPIRATIONS]. I highly need this scholarship because [STATE YOUR REASON FOR APPLYING FOR SCHOLARSHIP].

It is my dream to [YOU MAY USE THIS PORTION TO SHARE YOUR ASPIRATIONS AND AMBITIONS] because [STATE REASON BEHIND YOUR ASPIRATION (*You may use personal anecdotes)*].

I strongly believe that I am qualified to become your scholar because [STATE YOUR ACHIEVEMENTS OR ATTRIBUTES THAT IS RELATED TO THE SCHOLARSHIP’S REQUIREMENTS]. Moreover, [STATE MORE REASONS HERE (*You may use testimonials/other supporting information)*]

Thank you so much for your attention regarding my application. This scholarship means a lot to me as it will get me one step closer to my goals. I am looking forward to hearing from you.

Best regards,

[Signature over printed name].