

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Scholarship Committee Name]

[Department/Organization Name]

[Institution Name]

[Address]

Dear [Selection Committee / Name of Chairperson],

I am writing to formally apply for the [Name of Scholarship] to support my [Master's/PhD] research in [Field of Study] at [University Name]. Under the supervision of [Advisor Name], my research focuses on [Brief title or 1-sentence summary of research project].

My current research aims to address [The specific problem or research question]. This work is significant because [Explain the importance or impact of your research]. To date, I have [Mention 1-2 key academic achievements, methodologies mastered, or preliminary findings].

The [Name of Scholarship] is vital to the progression of my work. With these funds, I intend to [Explain how funds will be used: e.g., lab equipment, fieldwork, archival access, or conference travel]. This support will allow me to [Goal, e.g., complete data collection by Spring 20XX].

In addition to my research, I am committed to [Mention teaching assistantships, community involvement, or professional memberships]. My long-term career goal is to [Future career objective], and this scholarship represents a critical step in achieving that objective.

Thank you for your time and for considering my application. I have attached my [CV / Research Proposal / Academic Transcripts] for your review. I look forward to the possibility of discussing my research with you further.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Full Name]