

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Scholarship Committee Name]
[University Name]
[Office of Admissions/Financial Aid Address]
[City, State, Zip Code]

Dear [Scholarship Committee or Specific Contact Person],

I am writing to formally express my interest in the **[Name of Scholarship]** for the upcoming academic year. As a **[current student/prospective student]** pursuing a **[Degree Name]** in **[Major/Field of Study]**, I have consistently demonstrated a commitment to academic excellence and leadership.

My academic record reflects my dedication to my studies, notably achieving a **[GPA]** and receiving honors such as **[List relevant honors or awards]**. Throughout my education, I have sought out challenging coursework in **[Specific Subject Areas]**, which has provided me with a robust foundation for my future career in **[Career Goal]**.

Beyond the classroom, I have actively contributed to my community through **[mention a key extracurricular activity, leadership role, or volunteer project]**. These experiences have refined my skills in **[Skill 1]** and **[Skill 2]**, proving my ability to balance rigorous academic demands with significant external responsibilities.

This merit-based scholarship would provide the necessary support for me to focus entirely on my goal of **[Specific Academic or Research Goal]**. I am eager to bring my work ethic and passion for **[Field of Study]** to **[University Name]** and contribute to the university's legacy of excellence.

Thank you for your time and for considering my application. I have enclosed my **[transcripts/resume/portfolio]** for your review.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]