

# Sample Formal Letter for Merit-Based Scholarship Application

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Scholarship Committee Name]  
[College/University/Organization Name]  
[Address]  
[City, State, ZIP Code]

**Subject:** Application for Merit-Based Scholarship

Dear Members of the Scholarship Committee,

I am writing to formally apply for the [Name of Scholarship] at [Institution/Organization], as advertised on your website. My name is [Your Name], and I am a [Current Grade/Year, e.g., senior at XYZ High School or undergraduate student majoring in ABC] with a strong academic record and a deep commitment to my educational and community pursuits.

Throughout my academic career, I have consistently achieved excellent results, as demonstrated by my [GPA, class ranking, awards, or specific academic honors]. I have also served as [mention leadership positions, e.g., president of the Student Council, captain of the debate team, etc.], which has allowed me to develop essential leadership and teamwork skills.

In addition to my academic achievements, I am actively involved in community service initiatives, including [mention specific activities, e.g., volunteering at local food banks, organizing neighborhood clean-ups, tutoring younger students, etc.]. These experiences have enriched my understanding of social responsibility and strengthened my desire to make a positive impact in my community.

I am genuinely interested in the [Name of Scholarship] because it will greatly assist me in pursuing my educational goals and aspirations. By alleviating some of the financial burden, this scholarship will enable me to focus on my studies and continue my involvement in meaningful extracurricular activities and service projects.

Thank you for considering my application. I am grateful for the opportunity to be considered for this scholarship, and I welcome the chance to provide any additional information or documents if necessary. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,  
[Your Name]