

# Sample Formal Letter for Scholarship Application

**Date:** [Insert Date]

**Your Name**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

**Recipient's Name**

[Scholarship Committee or Organization Name]

[Address]

[City, State, ZIP Code]

**Subject:** Scholarship Application for [Scholarship Name]

Dear [Committee Chairperson's Name or "Scholarship Committee"],

I am writing to formally apply for the [Scholarship Name] as a recent graduate of [Your High School Name]. I completed my secondary education in [Month, Year], earning a graduation GPA of [Your GPA]. Motivated by my passion for [your intended field of study] and my commitment to academic excellence, I am eager to continue my studies at [Target College/University].

Throughout my high school career, I have demonstrated dedication and leadership both in the classroom and in extracurricular activities. I participated in [mention notable clubs, teams, or special programs] and held leadership roles as [list if applicable]. My involvement in [community service/volunteering] enhanced my sense of responsibility and strengthened my desire to contribute meaningfully to society.

Despite my strong commitment to academics and community service, financial constraints present a significant challenge to achieving my educational goals. My family's financial situation makes it difficult to afford the costs associated with higher education. Therefore, this scholarship offers invaluable support that will help me pursue my aspirations without being burdened by financial stress.

I have enclosed the required documents, including my academic transcript, letters of recommendation, and personal statement, to support my application. I am confident that, with your support, I will continue to excel academically and contribute actively to both the university and the broader community.

Thank you very much for considering my application. I greatly appreciate the opportunity to apply and look forward to the possibility of contributing positively as a [Scholarship Name] recipient.

Sincerely,

[Your Name]