

Sample Formal Letter for Need-Based Scholarship Application

(Due to Single Parent Status)

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Scholarship Committee Name]

[Name of Institution/Organization]

[Institution Address]

[City, State, ZIP Code]

Dear Scholarship Committee,

I am writing to respectfully apply for the [Name of Scholarship] offered by [Name of Institution/Organization]. My name is [Your Name], and I am currently a [year/grade level, e.g., first-year undergraduate] student at [Name of School/College/University], pursuing a degree in [Your Major/Field of Study]. I am seeking this need-based scholarship as my family is facing significant financial challenges due to being a single-parent household.

My mother/father has been my sole guardian and support system since [year or age when single parenthood began, optional]. Despite [his/her] unwavering dedication and hard work, it has been increasingly difficult to cover educational expenses along with our daily needs. The cost of tuition, books, and other academic requirements present a heavy burden, and without additional financial assistance, continuing my education at [Name of Institution] will be extremely challenging.

I have always placed a strong emphasis on my academics and have maintained a [mention your GPA or academic achievements], aspiring to achieve my goal of becoming [your career goal]. I am committed to my studies and have consistently demonstrated diligence, responsibility, and perseverance in the face of adversity.

I kindly request that you consider my application for the [Name of Scholarship]. Receiving this support will not only reduce my family's financial stress but will also allow me to focus more on my academic pursuits and extracurricular involvement. I am determined to succeed and, one day, contribute positively to society and extend a helping hand to others in need.

Thank you very much for your time and consideration. I am available to provide any additional information or documentation if needed. I look forward to your favorable response.

Sincerely,

[Your Name]