

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

[Recipient Name]  
[Title/Position, if known]  
[Scholarship Committee Name/Institution]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name or "Scholarship Selection Committee"],

I am writing to formally apply for the [Name of Scholarship] offered by [Institution/Organization]. I am currently a [Your Current Year/Grade, e.g., senior] at [Your School/College Name] and I intend to pursue a degree in [Intended Major/Field] at [College/University Name].

While I have always strived for academic excellence, I believe my commitment to growth, leadership, and community service through my extracurricular activities equally defines my character and potential.

During my high school years, I have been an active member of the Student Council, serving as [Position, e.g., Vice President] this past year. In this role, I have honed my leadership and organizational skills by planning school events and fostering communication between the student body and faculty. Additionally, as a captain of the varsity [Sport, e.g., basketball] team, I have learned the value of teamwork, discipline, and perseverance, which have contributed immensely to my personal and academic development.

Beyond school, I am passionate about giving back to my community. I have volunteered over [Number] hours with [Organization/Program, e.g., Habitat for Humanity], participating in local service projects that address the needs of underserved populations. Through these experiences, I have developed a strong sense of empathy, responsibility, and civic engagement.

I am also an active member of the [Club/Organization, e.g., Debate Club], where I have improved my communication and critical thinking skills, and was honored with [Award or Recognition, if applicable] last year. These pursuits, among others, have given me a well-rounded perspective and a solid foundation for future success in higher education and beyond.

Receiving the [Name of Scholarship] would not only help alleviate the financial burden of my college education, but also enable me to continue my involvement in service and leadership activities at the university level. I am eager to make a positive impact on campus and in the community, representing the values that this scholarship upholds.

Thank you for considering my application. I welcome the opportunity to further discuss my qualifications and aspirations. Please let me know if I may provide any additional information.

Sincerely,  
[Your Name]