

# Sample Formal Letter for Scholarship Application Due to Financial Need

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

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

Dear [Recipient Name or "Scholarship Committee"],

I am writing to respectfully submit my application for the [Name of Scholarship] at [University/Institution Name]. As a [your course/year level, e.g., sophomore undergraduate student] pursuing a degree in [your field/major], I am deeply committed to my academic and professional development. However, I am currently facing significant financial challenges that threaten my ability to continue my studies.

My family and I have always prioritized education, but due to [briefly describe your financial situation, e.g., a recent job loss, medical expenses, low household income], meeting the financial requirements for tuition and other academic expenses has become increasingly difficult. Despite these hardships, I have maintained a strong academic record, with a GPA of [your GPA, if noteworthy], and have also participated actively in [mention extracurricular activities, leadership roles, or community service, if applicable].

Receiving the [Name of Scholarship] would significantly alleviate my financial burdens and enable me to focus on my studies without the constant worry of meeting tuition and daily living expenses. It will also bring me one step closer to achieving my goal of [briefly state your career or academic aspirations]. I am determined to make a positive impact in my field and to give back to the community once I have completed my studies.

I have attached all necessary documents to support my application, including academic transcripts and proof of financial need. I would be truly grateful for your consideration and support.

Thank you very much for your time and consideration.

Sincerely,  
[Your Name]