

Scholarship Application Letter

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

[Scholarship Committee Name]
[Institution or Organization Name]
[Address]
[City, State, ZIP Code]

Dear Members of the Scholarship Committee,

I am writing to formally apply for the [Name of Scholarship] offered by [Institution/Organization Name]. As a [current year, e.g., third-year] student majoring in [Your Major] at [Your University/College], I have dedicated myself to maintaining academic excellence while actively participating in extracurricular and community service activities.

My academic journey is characterized by a strong passion for [your field/subject], reflected in my consistent [GPA/grades], involvement in [clubs, organizations, competitions], and my commitment to [mention any notable achievements or awards]. These experiences have not only enriched my knowledge but also strengthened my determination to contribute positively to society after graduation.

Due to [brief explanation of financial need: e.g., personal/family circumstances, limited sources of income], I am seeking financial assistance to continue my studies without interruption. This scholarship will significantly reduce my financial burdens and allow me to focus fully on my academic and personal development.

Enclosed is a reference letter from [Referee's Name], [Referee's Position] at [Institution/Company], who has closely supervised my academic and personal growth. Their letter provides additional insight into my qualifications and suitability for this scholarship.

Thank you very much for considering my application. I am confident that this scholarship will be instrumental in helping me achieve my academic and career goals. I look forward to the opportunity to discuss my application further.

Yours sincerely,
[Your Name]

Reference Letter

[Referee's Name]
[Referee's Title/Position]
[Department/Organization]
[Email Address]
[Phone Number]
[Date]

[Scholarship Committee Name]
[Institution or Organization Name]
[Address]
[City, State, ZIP Code]

Dear Members of the Scholarship Committee,

I am pleased to write this letter of recommendation in support of [Applicant's Name]'s application for the [Name of Scholarship]. As [his/her/their] [teacher/professor/mentor/supervisor] in [subject/class/project] at [Institution/Organization], I have had the privilege of witnessing [Applicant's Name]'s exceptional academic abilities, dedication, and character over the past [duration].

[Applicant's Name] has consistently demonstrated intellectual curiosity, critical thinking, and a strong work ethic. [He/She/They] excel[s] in both individual and group projects, effectively communicates ideas, and approaches challenges with determination and maturity. In addition to academic excellence, [he/she/they] is actively involved in [extracurricular activities, community service, leadership roles], further illustrating [his/her/their] well-rounded capabilities and sense of responsibility.

I firmly believe that [Applicant's Name] possesses the qualities and potential deserving of the [Name of Scholarship] and will make meaningful contributions to the program and the wider academic community. I give my highest recommendation for [his/her/their] scholarship application.

Please do not hesitate to contact me for further information.

Sincerely,
[Referee's Name]
[Referee's Title/Position]