Letter of Intent for Scholarship

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Hon. [Name of recipient]

Mayor/Governor/Congressman of [Name of Municipality/City]

Greetings Hon. [name of recipient],

 I am [YOUR FULL NAME], a [GRADE LEVEL (IF HIGH SCHOOL), YEAR LEVEL (IF COLLEGE)] student of [NAME OF SCHOOL/COLLEGE/UNIVERSITY/LEARNING INSTITUTION] [IF YOU’RE A COLLEGE STUDENT, STATE YOUR DEGREE PROGRAM]. This letter is to inform you about my intent to apply for your financial assistance for students that has no sufficient money to sustain their education.

 It is difficult for my family to finance my education because [STATE YOUR REASON WHY YOU’RE APPLYING FOR SCHOLARSHIP]. It is my dream to finish my education despite these hardships so that I can get a rewarding employment opportunity in the future that will help my family. I believe that your scholarship program will help me achieve my dream.

 I strongly believe that I deserve to get the scholarship because [STATE YOUR QUALIFICATIONS, EXPERIENCES, AND OTHER REASONS WHY YOU DESERVE THE GRANT]. Furthermore, [WRITE OTHER REASONS HERE].

 I am grateful for your time reading this letter. I am looking forward to your positive response to my application.

Best regards,

[Signature over printed name]

[Address]

[Contact Details]