Letter of Intent for Scholarship

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

[Name of letter’s recipient]

[Position, Office/Department]

[Name of Local Government or Government Agency (*e.g., Rizal Provincial Government)*]

Respected [Recipient’s Name],

 My name is [YOUR FULL NAME], and I am a citizen of [MUNICIPALITY], [CITY]. I am currently a [CURRENT EDUCATIONAL ATTAINMENT] student of [NAME OF SCHOOL/UNIVERSITY/COLLEGE/LEARNING INSTITUTION]. It is an honor to write this letter to express my intention to apply for [NAME OF SCHOLARSHIP] of [NAME OF LOCAL GOVERNMENT/GOVERNMENT AGENCY]. (Optional): I was informed through [STATE WHERE YOU’VE LEARNED ABOUT THE SCHOLARSHIP] that you are looking for deserving students who are in need of financial assistance.

 It is always my dream to complete my studies and have a better future for myself and my family. However, [STATE REASON WHY YOU NEED THE SCHOLARSHIP], our family cannot sustain the expenses to continue my education. Thus, having a scholarship will help lessen our family’s concern about my educational expenses as well as motivate me to perform well in my studies.

 Based on my academic performance, I am confident I meet the scholarship’s requirements. [STATE YOUR QUALIFICATIONS, EXPERIENCES, AND OTHER REASONS WHY YOU DESERVE THE SCHOLARSHIP]. Furthermore, [OTHER REASONS WHY YOU DESERVE THE SCHOLARSHIP].

 Thank you for your time and attention in reading this letter. I hope that you’ll take into consideration my application. Looking forward to your positive response.

Best regards,

[Signature over printed name]

[Address]

[Contact Details]