Letter of Intent for Scholarship

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

[Name of letter’s recipient]

[Position, Office/Department]

[Name of Company/Non-Government Organization/Foundation]

Dear Mr./Mrs./Ms. [Recipient’s name],

Good day!

 I am [YOUR FULL NAME], a [CURRENT EDUCATIONAL ATTAINMENT] student of [NAME OF SCHOOL/UNIVERSITY/COLLEGE/LEARNING INSTITUTION]. I am pleased to submit this letter to express my interest in applying for your company’s/organization’s/foundation’s scholarship program, [NAME OF SCHOLARSHIP], which aims to help underprivileged students finish their studies and achieve their goals.

 I need a scholarship because [STATE YOUR REASONS WHY YOU NEED THE SCHOLARSHIP]. Despite this unfortunate circumstance that my family and I are facing, I am still compelled to finish my studies and provide a better future for my parents and siblings.

 The challenges that I am facing right now never hindered me to strive in my studies. In fact, [STATE YOUR ACADEMIC QUALIFICATIONS, EXPERIENCES, AND OTHER REASONS WHY YOU DESERVE THE SCHOLARSHIP]. Moreover, [STATE MORE REASONS]. For these reasons, I believe I am qualified to become your scholar.

 Thank you, Mr./Mrs/Ms. [Recipient’s name] for sparing your time reading this letter. Looking forward to your positive response.

 Godspeed!

Sincerely,

[Name over printed name]

[Address]

[Contact Details]