Letter of Intent for Scholarship

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

[Recipient’s Name]

[Recipient’s Position and office/department assigned]

[Name of School]

Greetings [Recipient’s Name],

 I am [YOUR FULL NAME], a Grade [year level] student of [School]. I am sending this letter to humbly request your good office to consider my application for [NAME OF THE SCHOLARSHIP].

 Due to [STATE REASONS WHY YOU NEED THE SCHOLARSHIP], I am in desperate need to have the scholarship to finance my studies. Despite these hardships, I am still compelled to continue my education. I believe that I am qualified to be your scholar because [STATE YOUR QUALIFICATIONS, EXPERIENCES, AND OTHER REASONS WHY YOU DESERVE THE SCHOLARSHIP]. Furthermore, [INCLUDE OTHER REASONS TO CHOOSE YOU].

 Thank you [recipient’s name] for sparing your time reading this letter. I hope for your positive response to my application. Godspeed!

Best regards,

[Signature over printed name]

[Address]

[Contact Details]