[Your Full Name]

[Your Address]

[Your Contact Details]

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

[Recipient’s Name]

[Position, Office/Department]

[Name of University or College]

Greetings [Recipient’s name],

Good day! My name is [YOUR FULL NAME], a [CURRENT YEAR LEVEL] student taking [DEGREE PROGRAM] in [NAME OF UNIVERSITY/COLLEGE]. I am writing regarding my application for [NAME OF SCHOLARSHIP] that aims to [WRITE THE GOAL OR MOTIVATION OF THE SCHOLARSHIP AND HOW IT ALIGNS TO YOUR ASPIRATIONS]. I am keen to become one of your scholars because [STATE YOUR REASON FOR APPLYING FOR SCHOLARSHIP].

I have decided to take [YOUR DEGREE PROGRAM] because [STATE REASON WHY YOU’RE STUDYING YOUR MAJOR *(This could be a personal anecdote)*].

I believe I’m suitable to be one of your scholars because [STATE YOUR ACHIEVEMENTS OR ATTRIBUTES THAT IS RELATED TO THE SCHOLARSHIP’S REQUIREMENTS]. Moreover, [STATE MORE REASONS HERE]

Thank you for taking the time to consider my application. Having this scholarship means a lot to me as it will serve as my bridge to achieve my dreams. I look forward to hearing from you soon.

Best regards,

[Signature over printed name].