[Your Full Name]

[Your Address]

[Your Contact Details]

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],

I, [YOUR FULL NAME], a citizen of [MUNICIPALITY], [CITY/PROVINCE], am writing this letter to apply for [NAME OF SCHOLARSHIP] of [NAME OF LOCAL GOVERNMENT /GOVERNMENT AGENCY]. I am currently a [CURRENT YEAR LEVEL] student of [NAME OF SCHOOL/UNIVERSITY/COLLEGE]. I have learned that your scholarship aims to [WRITE THE GOAL OR MOTIVATION OF THE SCHOLARSHIP AND HOW IT ALIGNS TO YOUR ASPIRATIONS]. I am in need of a scholarship because [STATE YOUR REASON FOR APPLYING FOR SCHOLARSHIP].

(*Use this paragraph if you’re a college student:* I have decided to take [YOUR DEGREE PROGRAM] because [STATE REASON WHY YOU’RE STUDYING YOUR MAJOR *(This could be a personal anecdote)*].

(*Use this paragraph if you’re a high school student:* It is my dream to [YOU MAY USE THIS PORTION TO SHARE YOUR ASPIRATIONS AND AMBITIONS] because [STATE REASON BEHIND YOUR ASPIRATION (*You may use personal anecdotes)*].

I strongly believe that I am qualified to become your scholar because [STATE YOUR ACHIEVEMENTS OR ATTRIBUTES THAT IS RELATED TO THE SCHOLARSHIP’S REQUIREMENTS]. Moreover, [STATE MORE REASONS HERE]

Thank you for your time and attention. Being one of your scholars will ease our family’s financial burden and provide me with a privilege that I will forever cherish. I am looking forward to hearing from you.

Best regards,

[Signature over printed name]