[Your Full Name]

[Your Address]

[Your Contact Details]

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

[Name of letter’s recipient]

[Position, Office/Department]

[Name of Company/NGO/Foundation]

Dear [Recipient’s Name],

 I, [YOUR FULL NAME], a [YEAR LEVEL] student of [[NAME OF SCHOOL/UNIVERSITY/COLLEGE]], am writing this letter to apply for your company’s/organization’s [NAME OF SCHOLARSHIP]. 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 dire need of a scholarship because [STATE YOUR REASON FOR APPLYING FOR SCHOLARSHIP].

(*Use this paragraph if you’re a college student:* I am currently taking [YOUR DEGREE PROGRAM] because [STATE REASON WHY YOU’RE STUDYING YOUR MAJOR *(This could be a personal anecdote)*]. For this reason, I am determined to earn my Bachelor’s Degree despite my current circumstances.

(*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 am fully committed to accomplishing my studies despite the hardships I am currently experiencing.

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 so much for your time and attention. I am looking forward to hearing from you. May God bless your kindness in lending a helping hand to others.

Best regards,

[Signature over printed name]