[Your Full Name]

[Your Address]

[Your Contact Details]

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

Hon. [Name of letter’s recipient]

[Mayor/Governor/Congressman] of [Name of Municipality/City]

Greetings Hon. [name of recipient],

Good day! I am [YOUR FULL NAME], a resident of [MUNICIPALITY/CITY/PROVINCE] and a [CURRENT YEAR LEVEL] student of [NAME OF SCHOOL/UNIVERSITY/COLLEGE]. I humbly request your good office to consider my application to your scholarship program that aims to [WRITE THE GOAL OR MOTIVATION OF THE SCHOLARSHIP AND HOW IT ALIGNS TO YOUR ASPIRATIONS]. Due to [STATE YOUR REASON FOR APPLYING FOR SCHOLARSHIP], our family cannot sustain my education which led me to apply for your grant.

(*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)*]. With this, I am determined to finish my undergraduate studies despite my current circumstances.

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

I 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(*You may add testimonials/other supporting information here)*]

I am grateful for your kindness in helping underprivileged students like me. Having this scholarship will help me concentrate on my studies and get me one step closer to my dream. I am looking forward to your positive response.

Godspeed!

Best regards,

[Signature over printed name]