[Your Full Name]

[Your Address]

[Your Contact Details]

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

[Recipient’s name]

[Position, Office/Department]

[Name of Institution/Organization/Foundation]

Dear [name of recipient],

 My name is [YOUR FULL NAME]. A graduate of Bachelor of [STATE YOUR UNDERGRADUATE DEGREE] of [ALMA MATER]. I am writing in application for [NAME OF SCHOLARSHIP] that aims to [STATE THE VISION/GOAL OF THE SCHOLARSHIP]. I am planning to pursue a Master’s/Doctoral degree in [GRADUATE DEGREE]. However, finishing my post-graduate study will be difficult because [STATE REASON FOR APPLYING FOR SCHOLARSHIP]. Having the chance to be awarded your scholarship will help me to fully focus on my aspiration of accomplishing my graduate study despite my current circumstances.

 I aspire to develop my expertise and research skills in the field of [STATE FIELD OF STUDY] because [REASON FOR PURSUING A GRADUATE STUDY]. I want to [YOU MAY USE THIS PORTION TO SHARE YOUR ASPIRATIONS AND AMBITIONS] for the reason that [STATE REASON BEHIND YOUR ASPIRATION (*You may use personal anecdotes)*].

 I have proven from my undergraduate classes and working experience that I am fully dedicated to whatever endeavor I pursue. I am [STATE YOUR QUALIFICATIONS AND ACHIEVEMENTS THAT ARE ALIGNED TO SCHOLARSHIP’S REQUIREMENTS]. Moreover, [STATE MORE REASONS WHY YOU DESERVE THE GRANT (*You may use testimonials/other supporting information)*].

 I am grateful for your time and consideration. With this scholarship, my goal of contributing new valuable knowledge to the field becomes more feasible. I will highly appreciate your prompt response to my application.

Best Regards,

[Signature over printed name]