[Your Full Name]

[Address]

[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 [CURRENT EDUCATIONAL LEVEL] student from the Philippines. I am writing for your good office to consider my application for your foreign scholarship program that strives to assist aspiring students to study in [NAME OF FOREIGN COUNTRY]. It has always been my dream to study [EDUCATIONAL DEGREE YOU WANT TO GET] in [EDUCATIONAL INSTITUTION OF THE FOREIGN COUNTRY] because [STATE REASON WHY YOU WANT TO STUDY ABROAD].

 My desire to study in [NAME OF FOREIGN COUNTRY] started when [EXPLAIN WHAT URGED YOU TO STUDY OUTSIDE THE PHILIPPINES (*You may share personal anecdotes or other interesting stories)*]. I strongly believe that the quality of education that [NAME OF FOREIGN COUNTRY] offers will [HOW STUDYING OUTSIDE THE PHILIPPINES WILL BENEFIT YOU].

 With my academic achievements and qualifications, I believe that I deserve the scholarship. In particular, [STATE YOUR ACADEMIC QUALIFICATIONS RELATED TO THE SCHOLARSHIP’S REQUIREMENTS]. Furthermore, [STATE MORE REASONS (*You may use testimonies or other supporting information)*].

 Thank you so much for taking the time to read this letter. Through your kindness, I will get a chance to experience the high-quality education that [NAME OF FOREIGN COUNTRY] offers. I hope for your positive response regarding my application.

Best Regards,

[Signature over printed name]