
Scholarship Business Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Scholarship Committee/Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name/Scholarship Committee]:

I am writing to formally apply for the [Name of Scholarship] offered by [organization name]. I am currently enrolled in [your current educational program] at [your school], pursuing a degree in [your field]. I have maintained a [GPA] and have actively participated in [relevant extracurricular activities].

This scholarship will greatly assist in reducing my financial burden, allowing me to focus more on my studies and contribute further to [any related projects or goals]. I have attached my application form and supporting documents as requested.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]