## horizontal line**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]