

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Scholarship Committee's Name]

[Institution/Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Scholarship Committee's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Current Education Level] at [Your Institution's Name]. I am writing to inquire about the [Name of the Scholarship], which I found on [Where You Found the Scholarship Information].

I would like to gather more information regarding the eligibility criteria, application process, and deadlines associated with this scholarship. Additionally, if there are any specific documents or materials required for the application, it would be helpful to know.

Thank you for your time and assistance. I appreciate your support in helping students like myself pursue our academic goals.

Sincerely,

[Your Name]