

# Scholarship Funding Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request funding for a scholarship that would greatly assist me in continuing my education at [Your Institution's Name]. As a [Your Major/Program], I am committed to achieving academic excellence and contributing positively to my community.

Due to [briefly explain your financial situation, e.g., unexpected expenses, family circumstances], I am finding it challenging to cover the costs of my tuition and associated expenses.

I have demonstrated my commitment to my studies through [mention any achievements, extracurricular activities, or work experience], and I am confident that with your support, I can continue to excel.

Thank you for considering my request. I look forward to the opportunity to discuss this further and hope to hear from you soon.

Sincerely,

[Your Name]