

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder that the application deadline for the [Scholarship Name] is approaching. Please submit your application by [Due Date].

Ensure that you include all required documents and complete the application form to be considered for this opportunity.

If you have any questions, feel free to reach out to us at [Contact Information]. Good luck!

Best regards,
[Your Name]
[Your Position]
[Organization Name]