

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[School/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your current status, e.g., a high school senior at XYZ High School, pursuing my undergraduate degree in ABC at XYZ University, etc.]. I am writing to request your guidance regarding my scholarship application process.

As I prepare to apply for [specific scholarship name or type], I would greatly appreciate any advice or insights you could provide about the application requirements, effective strategies for personal statements, and tips for interview preparation.

Thank you very much for considering my request. I look forward to any assistance you can provide.

Sincerely,
[Your Name]