

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Scholarship Committee Name]

[Institution or Organization Name]

[Address]

[City, State, Zip Code]

Dear [Scholarship Committee or Contact Person's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Current Education Level, e.g., high school senior, undergraduate student] interested in applying for the [Scholarship Name] for the [Academic Year].

I am writing to inquire about the scholarship application process and any specific criteria that I should be aware of. Additionally, I would like to know the deadline for submissions and if there are any supporting materials required along with the application.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]