

Scholarship Request for Student Exchange Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the student exchange program at [Name of Institution]. As a [Your Year, e.g., sophomore] pursuing a [Your Major, e.g., Bachelor's in International Relations], I believe that participating in this program will significantly enhance my academic and cultural understanding.

Given my financial situation, I would like to respectfully request consideration for a scholarship to support my participation in this program. [Briefly explain your financial need and any other relevant background information].

Participating in this exchange program aligns with my career goals and personal development, and I am eager to contribute positively to [Host Institution] during my time there.

Thank you for considering my request. I look forward to the possibility of being selected for this remarkable opportunity.

Sincerely,

[Your Name]