

# Application letter for scholarship request

[DATE]

[Name of Recipient]

[Role or Position of Recipient]

[Name of Institution or Company]

[City, State, Zip Code]

[Contact Number]

[Email Address]

Dear [Name of Recipient]

I am [Your Name] a student of [Name of current High School or University]. I would like to request to be part of your [Name of Scholarship Program] for the next school year.

It gives me great happiness in acknowledging the good work you are doing by giving scholarships to aspirants in the field of [Field of Study Covered by the Scholarship]. I have always seen your program as a great blessing to those who want to achieve greater things in the field, but are unable to continue their studies due to financial constraint.

Which is why, as one of those who are in need of financial help, this scholarship will greatly help to pursue my studies and attain my goals. I will return the kindness you have shown by studying earnestly and scoring high marks.

Enclosed in this letter are the necessary requirements including my filled in application form. I have met all the qualifications and have also included the details of other scholarships and awards given to me through the years.

Sincerely,

[Signature]

[Name of Applicant]