

SAMPLE LETTER

First, Last Name ID# Contact Address Phone Number

Date

Dear Scholarship Selection Committee:

My name is (full name) and I am applying for the (name scholarship). I am . . .

(Use this paragraph to tell your reader basic information about yourself and why you are applying for this particular scholarship. Use simple, direct statements. Tell them about you, your family, your background and anything else that may be of interest to your recipient.)

During my high school years I . . .

(Use this paragraph to tell the reader about some of the classes you have taken and your extra-curricular clubs, sports, and activities. Mention your hobbies, outside interests and any job or volunteer experience that you may have. You may want to mention any valuable experience you have gained from a particular volunteer effort. )

After I graduate from high school I plan to . . .

(Use this paragraph to tell your reader about your plans for the future, as they apply to the scholarship. Mention the school that you have your eyes on and what you intend to study. Are you going to go to seek a job and go to school at the same time? What are your plans for after college? Most importantly, describe why you need the scholarship money. How will this scholarship help you? Have you received other scholarship funds already?)

Thank you for considering my application...

(Be sure to thank the scholarship sponsor for considering your application letter.)

(Attach your required documents, like letters of recommendation, transcripts, and any other required information to this letter or your completed application.)

Sincerely,

(Sign your name)

Print Name