

Template for Scholarship Application Letter

Your address
City, State, Zip code
Phone Number

Date [January 10th, 2014]

Dear Scholarship Committee (use your reader's name, if you know it)

First Paragraph – Identify what you are applying for

“I am applying for (name of scholarship) because (your reason for applying).”

Second Paragraph – Explain your goals (might be combined with the first paragraph, depending on how much material you have to work with)

“I want to pursue a degree in (career) because (describe your interests and goals).”

Third Paragraph – Talk about yourself, including whatever the scholarship committee might want to know about you. Tell about your important life experiences, your activities in school, your community or religious group, and what you have learned from these experiences. Emphasize any responsibilities you have had or awards you have received. You need to show your reader that you are an active, hard-working, and principled individual who is worthwhile of their investment.

Fourth Paragraph – Summarize how you have met their requirements.

“I have met all the qualifications and have included (list the items you have included with this letter, for example, your essay or transcripts). Add any other information they have requested, such as names of references and contact information.”

Closing Paragraph – Thank the committee/person. (Might be merged with the fourth paragraph at your discretion)

“Thank you for considering me for your scholarship.”

Sincerely,

Your name