

Letter for Scholarship Position

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -optional

Dear [recipient's name],

I am writing this letter in order to apply for one of your students scholarships programs that are offered every year. I am a junior high school student and have a lot of potential to excel in my studies and to make a contribution to the society but, I need help with tuition and board. I am a hardworking student with high ambitions. Along with my studies, I worked as part timer and had two jobs side by side to support my family and to meet my educational expenditures but because of overworking myself I started to lose health. Due to my bad health I had to quit one of the jobs and thus, I am unable to pay my tuition fee of this semester.

I am enrolled in the top graded students of my class and I don't want to discontinue my studies and it is only possible if you grant me your scholarship facility. My whole future is based on your decision. I hope you will help me in this matter. Below are my contact details if needed for any further processing.

Thank you very much.

Yours Sincerely,

[Your Name]