**Sample Letter of Application for Scholarship**

*This is a suggested format for a “letter of application”. Please feel free to revise for your own purposes.*

Your address  
City, Province Postal Code

Current Date

Dear Scholarship Committee (use name of committee or use name of person you are addressing)

**First paragraph – Identify what you are applying for**I am applying for (name of scholarship) because (describe your interests and goals).  
 **Second Paragraph (or combine with first paragraph, if relevant) – explain your goals**  
I want to pursue a degree in (career) because (describe your interests and goals).

**Third Paragraph – talk about yourself, including what the scholarship committee wants to know   
about you.**

Tell about your important life experiences, your activities in school, your community or church, and what you have learned from these experiences. Emphasize any responsibilities you have had or awards you received. Answer any questions the scholarship committee want to know about you (refer back to the specifics included in the scholarship information).

**Fourth Paragraph – summarize how you have met their requirements**  
All of my qualifications have met your requirements and I have included (list items, if any, you are attaching to back up what you have referred to in your application). Add any other information that they have requested, such as names of references and contact information.

Sincerely

Your Name  
Your Contact Information (email, cell phone number)