

To: X

[contact information]

From: Y

[contact information]

Dear Dr. X

My name is Y. Currently, I'm a student of [your high school]. I'm really interested in the [desired program] and the opportunities that your learning institution provides.

I'm writing to ask you to consider me for [the name of the grant or scholarship program] award. You can find all the needed materials, such as transcripts, recommendation letter, and financial statements, enclosed. [Also add other evidence that you need to attach. For example, if you are a single mother or you are a veteran, etc.]

Becoming a [type of professional] is my big dream that I work hard to make come true. [List your achievements in studying, participation in sports, community service or volunteering projects and any other facts that emphasize your strengths and diligence]. I would appreciate the opportunity to continue studying and get a degree that will allow me to make my contribution to [the sphere of your specialization].

Thank you for your time and consideration.

I am looking forward to hearing from you soon!

Best regards,

[Your Full Name]