Your Street Address

City, Province, Postal Code

Date

Organization Name

Organization Street Address

City, Province, Postal Code

To Whom It May Concern:

Introductory Paragraph: Introduce yourself and state your purpose for writing. State your belief in the match between your qualifications/characteristics and the scholarship’s requirements.

Body Paragraph 1: Choose one of the scholarship requirements and show how you fit the criteria. Sell yourself. Use specific examples as proof; back up everything you claim about yourself with tangible evidence. Be confident, but not cocky. (Example topics: Academic achievement, extra-curricular involvement, Leadership skills, etc)

Body Paragraph 2: Choose one of the scholarship requirements and show how you fit the criteria. Sell yourself. Use specific examples as proof; back up everything you claim about yourself with tangible evidence. Be confident, but not cocky. (Example topics: Academic achievement, extra-curricular involvement, Leadership skills, etc)

Body Paragraph 3: Choose one of the scholarship requirements and show how you fit the criteria. Sell yourself. Use specific examples as proof; back up everything you claim about yourself with tangible evidence. Be confident, but not cocky. (Example topics: Academic achievement, extra-curricular involvement, Leadership skills, etc)

Concluding Paragraph: Reiterate your confidence in your suitability for the scholarship. Thank them for their time and consideration. State that they may contact you if they require further information and that you look forward to hearing from them.

Sincerely,

Type your name here