Cover Letter

Scholarship Application Cover Letter Template

TIP: Yeh letter application ke saath attach karo. Short aur professional rakho — half page kaafi hai.

[Your Name]

[Your Address, City, Pin]

[Email] • [Phone]

Date: [DD/MM/YYYY]

To,

The Scholarship Committee

[Organisation / Foundation Name]

Subject: Application for [Scholarship Name]

Respected Sir/Madam,

I am writing to apply for the [Scholarship Name]. I am currently a student of [course/class] at [institution]. I have scored [XX%] in my previous examinations and belong to a family with an annual income of ₹[amount].

This scholarship would greatly help me continue my education without placing a financial burden on my family. I am enclosing my resume, academic records, income certificate, and other required documents for your kind consideration.

I would be grateful if you could consider my application. Thank you for your time.

Yours sincerely,

[Your Name]

[Signature]