From,

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_ (the letter was written in this particular date by the sender)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Application letter asking for the scholarship by the receiver

Respected \_\_\_\_\_\_\_\_\_\_\_,

I am very much interested in the scholarship from your \_\_\_\_\_\_\_\_\_ (name of the institution). Sir, I have been a good student from the very beginning in all the fields. I have also enclosed all the certificates with this letter (mentions the enclosed list of certificates). I hope it will be easy for you to verify with all the enclosure.

Sir, I come from a very backward clan. My \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mention reasons for seeking a scholarship) so I am in very need of this scholarship. I would be very grateful to you for your deed. Thanking you.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature