

Many of the local scholarships require a “letter of application.” A letter of application should be done in the following format:

Date

Your Name
Address
City, ST ZIP

Re: List the Name of the Scholarship here

Dear Scholarship Committee:

Include the following in the *body of the letter*:

- 1) Career goal, major area of study
- 2) College chosen
- 3) Cost of college
- 4) Why you feel you should be considered for this scholarship
- 5) Agree to use the award money for college costs

Sign the letter

Remember to Proof and Proof Again!!!!