

Proposal Letter Template

[Your Name] [Your Address] [Date]

Dear [Name of Scholarship Committee or Coordinator],

Paragraph 1: The Introduction. Introduce yourself (year in school, major, and your "elevator pitch"). If you are applying for a specific scholarship, state which one here.

Paragraph 2: The Alignment. Explain why you are the perfect fit or why you are asking this specific person/organization. Don't just list achievements; connect them to the organization's mission. *"As an aspiring environmental engineer, my work with [Local Non-Profit] mirrors your organization's commitment to sustainability..."*

Paragraph 3: The Need & Impact. Briefly and professionally explain your financial situation. Explain how this specific award will allow you to focus on your studies. Don't be afraid to share the specific amount you need, and the specific amount you are asking for - this shows that you've done your research, and helps potential partners clearly see how they can help you reach your goals.

Paragraph 4: Future Goals. Paint a picture of what you will achieve after graduation. This shows the committee that their scholarship is an **investment**, not just a gift.

Closing: Thank them for their time and list any attached documents (transcripts, letters of rec).

Sincerely,

[Your Signature]