**Your name and address**

John Smith

4336 Park PL

Brooklyn, NY 11213

**The recipient name and address**

Awards and Scholarship Committee

Queensborough Community College

222-05 56th Avenue

Bayside, NY 11364

To Selection Committee,

My name is John Smith and I am a second semester student, majoring in Theater Arts, at Queensborough Community College. My high academic standing, service to the community, and theatrical accomplishments make me the ideal candidate to receive this award. I am writing this letter to express my interest in receiving the Academic Merit Scholarshipfor Spring 2022. This award will eliminate financial hardship and will be important to my future academic success.

I currently volunteer as an afterschool tutor at The School for Success, the middle school I attended, and I serve as a mentor to young men from my community church. In addition, I am a member of the ABC Theatre company where we create, develop and present local theatrical productions. This experience has not only provided insight into what it takes to put on a theatrical production from the front of the stage, but also from the backstage. It too has allowed me to visualize what my future could look like. Looking forward, I see my future is bright, and this award will allow me to pursue my goals and dreams.

I aspire to be an actor. Unfortunately, at this time of my college career, my family is experiencing financial hardship. The scholarship will be very useful because it will allow me to continue my study in theater arts without the financial problems that would have prevented me from continuing at Queensborough. Please be assured, I will not disappoint the Awards and Scholarship Committee and the decision to award me the scholarship.

Sincerely,

John Smith