

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Scholarship Committee's Name or Office]  
[Institution/Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Scholarship Committee's Name or "Scholarship Committee"],  
Subject: Appeal for [Scholarship Name]

I hope this letter finds you well. I am writing to formally appeal the decision regarding my application for the [Scholarship Name] for the [Academic Year/Term].

[Paragraph 1: Briefly introduce yourself and your current academic status.]

[Paragraph 2: State the reason for the appeal and any relevant information that supports your case.]

[Paragraph 3: Describe any changes in circumstances, hardships, or personal factors that may have affected your initial application.]

[Paragraph 4: Express gratitude for the committee's consideration and state your commitment to your academic goals.]

Thank you for taking the time to consider my appeal. I appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]