

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

[Scholarship Committee's Name]
[University/Organization Name]
[University Address]
[City, State, Zip Code]

Dear [Scholarship Committee's Name or "Members of the Scholarship Committee"],

Subject: Appeal for BBA Scholarship

I hope this letter finds you well. My name is [Your Name], and I am currently a [your year, e.g., sophomore] student pursuing a Bachelor of Business Administration at [University Name]. I am writing to respectfully appeal for reconsideration of my application for the BBA scholarship.

Due to [briefly explain the reasons for your appeal, e.g., unforeseen financial circumstances, personal challenges, etc.], I believe that my situation warrants further consideration. [Provide additional details to support your case, including any relevant experiences, achievements, or circumstances that may impact your financial need or academic performance.]

I have always been committed to my education and have maintained a [your GPA] GPA while actively participating in [mention any extracurricular activities, volunteer work, or work experience]. Receiving this scholarship would greatly alleviate my financial burden and enable me to focus on my studies and professional development.

I kindly request you to review my appeal and grant me the opportunity to prove myself worthy of this scholarship. Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Student ID Number] (if applicable)