

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee's Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Scholarship Committee's Name or Specific Person's Name],
I hope this letter finds you well. I am writing to formally appeal the decision regarding my application for the [Name of Scholarship] for the [academic year/semester]. I appreciate the time and consideration the committee has already dedicated to reviewing my application.

[Briefly explain the reasons for your initial application and your qualifications for the scholarship.]

Unfortunately, due to [specific circumstances that may have affected your application or your eligibility, such as financial hardship, personal challenges, or academic performance], my application may not have fully represented my capabilities and needs.

[Detail the circumstances surrounding your appeal, showing how they impacted your situation.]

I respectfully request that the committee reconsider my application based on this additional information. I remain committed to my education and aspirations in [Your Field of Study], and this scholarship would significantly support my endeavors.

Thank you for considering my appeal. I am hopeful for a positive response and am happy to provide any further documentation or information if required.

Sincerely,

[Your Name]
[Student ID Number] (if applicable)