

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

Dear [Scholarship Committee's Name],  
I hope this letter finds you well. I am writing to request the renewal of my NQF scholarship for the upcoming academic year.

I am currently a [your current year, e.g., second-year] student pursuing a degree in [your degree program] at [your institution]. Over the past year, I have [briefly describe your academic achievements, involvement in extracurricular activities, or any community service].

With the continued support from the NQF scholarship, I have been able to [mention any specific accomplishments or opportunities made possible by the scholarship]. As I move into the next year of my studies, I am enthusiastic about [mention any planned projects, courses, or future aspirations related to your field].

Thank you for considering my request for renewal. I am looking forward to the opportunity to continue my education with your support. If you require any additional information or documentation, please do not hesitate to contact me.

Sincerely,

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