

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
Johns Hopkins University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of my scholarship for the upcoming academic year. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at Johns Hopkins University, and my student ID is [Your Student ID].

Over the past year, I have [briefly describe your academic progress, achievements, and any relevant extracurricular activities]. I have maintained a [Your GPA] GPA and have been actively involved in [mention any clubs, organizations, or volunteer work].

Due to [explain any changes in your financial situation, if applicable], I am seeking your support in continuing my scholarship. The financial assistance would greatly help me to focus on my studies and contribute positively to the university community.

I appreciate your time and consideration of my request. I am hopeful for the continuation of my scholarship and am committed to upholding the values and standards of Johns Hopkins University.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Student ID]