

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the suspension of my [specific scholarship name] scholarship due to [briefly explain reason for suspension, e.g., not meeting academic requirements]. [Introduce yourself and provide details about your relationship with the scholarship. Mention your program, year, and any other relevant information.]

I understand that my circumstances have led to this unfortunate situation. However, I would like to request your reconsideration based on the following points:

1. ****Contextual Factors****: [Explain any personal, medical, or family issues that affected your academic performance. Be concise but clear.]
2. ****Academic Improvement****: [Discuss measures you have taken or plan to take to improve your academic situation, including tutoring, study plans, or any relevant activities.]
3. ****Commitment to Growth****: [Express your dedication to your academic and professional goals, and how reinstating your scholarship will help you achieve these.]

I have included relevant documentation to support my appeal, including [list any attached documents, such as transcripts, letters from professors, or medical records].

Thank you for considering my appeal. I am hopeful for the opportunity to continue my education at Johns Hopkins University with the support of my scholarship. Please feel free to reach out if you need any more information or would like to discuss this matter further.

Sincerely,

[Your Name]

[Your Student ID Number] (if applicable)