

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

Dear [Scholarship Committee Chair's Name],  
I hope this letter finds you well. I am writing to formally request additional scholarship funds to support my education at [Your Institution/University Name]. I am currently enrolled in [Your Program/Field of Study] and have greatly benefited from the [Name of Scholarship] award that I received for the [academic year/semester]. Due to [briefly explain reason, e.g., unexpected financial difficulties, changes in family circumstances, or increased educational expenses], I find myself in need of additional financial assistance to continue my studies without interruption. I remain committed to maintaining my academic performance and actively contributing to the [community/department/organization].

I have attached my current academic standing, a revised budget, and any relevant documentation that outlines my financial situation. I would sincerely appreciate your consideration of my request for additional funds and any support you can provide during this challenging time. Thank you for your attention to this matter. I am grateful for the opportunity to receive the initial scholarship and hope to continue my studies with your support. I look forward to your positive response.  
Sincerely,

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