

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

Dear [Scholarship Committee's Name or "Scholarship Committee"],  
I hope this message finds you well. I am writing to formally appeal the decision regarding my scholarship application for [Scholarship Name] for the [academic year/semester]. I would like to respectfully request a reconsideration based on [briefly state reason for appeal, e.g., changes in circumstances, additional information].

[Paragraph 1: Explain your situation or reason for appeal, providing specific details and any relevant context. Be clear and concise.]

[Paragraph 2: Describe any additional factors that may support your case, such as financial difficulties, personal challenges, or academic achievements that were not initially highlighted in your application.]

[Paragraph 3: Restate your commitment to your education and how the scholarship will significantly impact your academic and career goals. You may also express gratitude for the committee's consideration.]

Thank you for taking the time to review my appeal. I sincerely appreciate the opportunity to present my case and hope for a favorable reconsideration. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Warm regards,

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