

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[University of Queensland]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension of UQ Scholarship

I hope this message finds you well. I am writing to formally request an extension of my scholarship awarded by the University of Queensland, which is due to expire on [original expiration date].

[Briefly explain the reason for your request, including any relevant details such as personal circumstances, academic challenges, or other factors that have impacted your ability to complete your studies on time.]

I have been making every effort to successfully complete my degree in [Your Degree/Program Name] and have maintained [mention any relevant academic achievements, if applicable]. An extension of my scholarship would greatly assist me in [explain how the extension will help you, e.g., covering tuition fees, living expenses, etc.].

I kindly ask for your consideration of my request and would greatly appreciate any support you could provide. Please let me know if there are any additional forms or paperwork required to process my request.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program and Year]