

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

Dear [Scholarship Committee's Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my scholarship application for the [Name of Scholarship]. I would like to provide additional context regarding my circumstances and express my continued commitment to my academic journey at [University Name].

[Briefly explain your educational goals and aspirations related to the scholarship.]

Unfortunately, [explain the reason for your initial application not meeting the requirements or why you believe the decision should be reconsidered. Be honest and concise.]

Since submitting my application, I have [mention any improvements, achievements, or changes in your situation that may positively influence their decision]. These developments have reaffirmed my passion and dedication to [specific field of study or University community].

I genuinely believe that the support from the [Name of Scholarship] would greatly alleviate my financial burdens and enable me to focus on my studies. I am committed to contributing positively to the [University Name] community and maintaining [specific academic goals or extracurricular involvement].

Thank you for considering my appeal. I appreciate your time and understanding, and I hope to have the opportunity to discuss my application further.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]