

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

Dear [Scholarship Committee's Name or "Member of the Scholarship Committee"],

Subject: Appeal for [Name of Scholarship]

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [University Name]. I am writing to respectfully appeal the decision regarding my application for the [Name of Scholarship] that was communicated to me on [Date of Notification].

[In this paragraph, briefly explain the reason for the appeal. You may include any new information, changes in your circumstances, or clarify misunderstandings that occurred during the initial decision-making process.]

In light of the above, I kindly request that you reconsider my application for the scholarship. [You may include specific reasons you believe justify a second review of your application and express your passion and commitment towards your studies and future career.]

Thank you for taking the time to review my appeal. I appreciate the opportunity to present my case and hope for a favorable reconsideration. Please feel free to reach out if you require any further information or documentation to support my appeal.

Sincerely,

[Your Name]
[Your Student ID Number]
[Your Program of Study]