

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee Name or Office]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Scholarship Committee/Specific Person's Name],
I hope this letter finds you well. I am writing to formally request the renewal of my [Specific Scholarship Name] for the upcoming academic year. As a [Your Current Year, e.g., sophomore] at [Your Major/Program], I have been deeply committed to my studies and extracurricular activities. Over the past year, I have [mention any achievements, GPA maintained, or contributions to the university community].

The financial support provided by the [Scholarship Name] has been instrumental in allowing me to focus on my education without the burden of financial stress. I am dedicated to maintaining my academic performance and continuing to contribute positively to the university community.

Thank you for considering my request for renewal. I am happy to provide any additional information or documentation needed to facilitate the process.

Sincerely,

[Your Name]
[Student ID Number]