

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

Dear [Scholarship Committee/Recipient's Name],  
Subject: Appeal for [WBS Scholarship Name]

I hope this letter finds you well. I am writing to formally appeal the decision regarding my application for the [WBS Scholarship Name].

[Paragraph 1: Clearly state the purpose of your letter and briefly mention the decision you are appealing against.]

[Paragraph 2: Provide your background, including your academic achievements, extracurricular activities, and any relevant information.]

[Paragraph 3: Explain any extenuating circumstances that may have affected your application or performance, and why you believe those warrant a reconsideration.]

[Paragraph 4: Make a respectful request for reconsideration, and express your passion and commitment to your academic pursuit.]

Thank you for your time and consideration. I look forward to the possibility of discussing this further.

Sincerely,  
[Your Name]