

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

Dear [Scholarship Committee Name],
I hope this letter finds you well. I am writing to formally request a reconsideration of my application for the [specific scholarship name] at Western Governors University. I am grateful for the opportunity to apply and appreciate the time and effort the committee invests in reviewing applications.

I would like to provide additional information regarding my circumstances that I believe may not have been fully captured in my original application. [Briefly explain your reasons and any changes in situation, achievements, or need.]

I remain committed to my educational goals at WGU, and I am confident that this scholarship would significantly assist me in achieving them. [Mention any specific programs, goals, or aspirations related to your studies.]

Thank you for considering my request. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]