

[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/Specific Person's Name],
Subject: Update on [Your Name] - [Scholarship Name] Application
I hope this message finds you well. I am writing to provide an update regarding my application for the [Scholarship Name] that I submitted on [Submission Date].

[Insert a brief update about your academic progress, any new achievements, or changes in your situation since the initial application. This may include grades, volunteer work, work experience, awards, or personal developments relevant to the scholarship criteria.]

I remain genuinely passionate about [mention your field of study or career goals], and this scholarship would significantly aid me in [briefly explain how the scholarship would help you]. Thank you for considering this update.

Please feel free to reach out if you require any further information.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]