

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

Dear [Scholarship Committee's Name or "Scholarship Committee"],  
I hope this letter finds you well. I am writing to formally request the renewal of my scholarship for the upcoming academic year.  
I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [University Name], and I have greatly benefited from the support provided by the [Scholarship Name]. Over the past year, I have [briefly mention your academic performance, extracurricular activities, or community service].

I have maintained a [your GPA] GPA and have been actively involved in [mention any relevant activities or contributions]. These experiences have not only enriched my education but have also reinforced my commitment to [mention your career or academic goals].

I kindly ask for your consideration of my application for renewal so that I may continue to focus on my studies and contribute positively to the university community.

Thank you for your time and support. I look forward to the opportunity to continue my education with the help of this scholarship.

Sincerely,

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