

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[University/Organization Name]
[Office/Department Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Scholarship Appeal for [Your Scholarship Name/Program]

I hope this letter finds you well. I am writing to formally appeal the decision regarding my scholarship for the [specific scholarship name, if applicable] for the [academic year/semester]. I appreciate the opportunity to express my circumstances and the reasons for my appeal.

[Paragraph 1: Briefly explain your situation and the reasons why you believe your scholarship should be reconsidered. Include any relevant personal or academic challenges that have impacted your eligibility or performance.]

[Paragraph 2: Provide supporting details, such as improvements in your academic performance, any changes in your financial situation, or other relevant information that supports your appeal.]

[Paragraph 3: Reiterate your commitment to your studies and to the university, along with any specific steps you are taking to ensure your success moving forward.]

Thank you for considering my appeal. I hope for the opportunity to continue my education with your support. I am looking forward to your understanding and a positive response.

Sincerely,

[Your Name]

[Student ID Number, if applicable]