

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

Dear [Committee/Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student at [Your School/University] pursuing a degree in [Your Major]. I am writing to formally request the renewal of my scholarship, [Scholarship Name], for the upcoming academic year.

During my time at [Your School/University], I have [briefly describe your academic achievements, extracurricular activities, and any relevant experiences]. I am committed to maintaining my academic standing and further contributing to the [school/community] through [mention any specific plans or projects].

I greatly appreciate the support that the [Scholarship Name] has provided me over the past year, which has significantly alleviated the financial burden of my education. I have attached [mention any required documents, e.g., transcripts, letters of recommendation] for your review.

Thank you for considering my application for renewal. I look forward to the opportunity to continue my education with the invaluable assistance of the [Scholarship Name]. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]