

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

Dear [Scholarship Committee's Name or "Committee Members"],  
I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Current Year, e.g., sophomore] studying [Your Major/Field of Study] at [Your Institution's Name]. I am writing to respectfully appeal the decision regarding my scholarship application for [Scholarship Name/Type] for the [Year/Term].

[Explain the reason for your appeal. Provide specific details and any relevant circumstances that impacted your situation, such as academic performance, personal challenges, or financial difficulties. Be sincere and concise.]

I have always been committed to my academic journey, and receiving this scholarship is critical for me to continue my education and achieve my career goals. [You may include any achievements, activities, or contributions to the community that support your appeal.]

I kindly request that you reconsider my application based on the information provided. I appreciate your understanding and consideration of my circumstances.

Thank you for your time and attention. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Signature (if sending a hard copy)]