

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Scholarship Appeal Committee

[Institution's Name]
[Institution's Address]
[City, State, ZIP Code]

Dear Members of the Scholarship Appeal Committee,
I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Institution's Name]. I am writing to respectfully appeal for reconsideration of my scholarship status.

I understand that the committee has stringent criteria for maintaining scholarships, and I truly apologize for not meeting the necessary requirements this past semester. Unfortunately, [briefly explain the compassionate circumstances, e.g., "due to a family medical emergency," or "due to unexpected personal health issues"] my academic performance was impacted.

During this challenging period, I did my best to keep up with my commitments and sought assistance from [e.g., professors, counselors]. However, the circumstances were such that they required more time and energy than anticipated.

I am committed to returning to my strong academic standing and have already taken proactive steps to ensure this, such as [mention any steps like tutoring, counseling, or academic planning]. I am fully dedicated to my studies and to making a positive contribution to our academic community.

I kindly request the committee to consider my appeal and allow me the opportunity to continue benefiting from this scholarship as it is integral to my educational journey. I am more than willing to discuss my situation further if needed.

Thank you very much for considering my request. I am truly grateful for the support and understanding.

Sincerely,

[Your Name]

[Your Student ID if applicable]