

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

Dear Members of the Scholarship Committee,

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Current Year, e.g., sophomore] majoring in [Your Major] at [Your University]. I am writing to appeal the decision regarding my scholarship eligibility for the upcoming academic year.

During the past semester, unforeseen challenges impacted my academic performance. [Briefly explain the circumstances, such as personal health issues or family emergencies, that were beyond your control]. These events led to a temporary decline in my GPA, falling slightly below the required threshold to maintain my scholarship.

I have since taken proactive measures to address these challenges.

[Mention any steps you have taken, such as attending tutoring sessions, meeting with professors, or seeking counseling services]. My recent coursework reflects significant improvement, and I am confident that I can meet and exceed the academic standards set forth by your esteemed committee.

The financial assistance provided by your scholarship is crucial to my education, alleviating the financial burden on my family and allowing me to focus on my studies. I am committed to maintaining the high academic standards expected of recipients and am eager to continue contributing positively to our academic community.

I kindly request your reconsideration of my scholarship status, given the extraordinary circumstances and my ongoing efforts to excel academically.

Thank you for considering my appeal. I am grateful for your time and support.

Sincerely,

[Your Name]
[Your Contact Information]