TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Scholarship Fund Appeal Letter

Dear **[Name],**

My name is **[Name]** , I am in my junior year at the University **[Name]** where I major in electrical engineering. I am so grateful for the scholarship I have received from your institution for the last two years of college. I wouldn’t have been able to attend college without it.

Unfortunately, I have just been notified that my scholarship is ending because my GPA has fallen below a **[#]**. This year, my family has been in a very difficult situation. My mother was diagnosed with cancer. As a result of her condition, I have spent a lot of time going back and forth to California, where my family lives. Of course, this has taken precious time away from the time I can dedicate to school. This hasn’t allowed me to study as much as I would like, and certainly not as much as I studied during the first two years of my degree.

If you take a look at my transcripts that I have attached to this letter, you will see that up until my junior year, I maintained a GPA of **[#]**. I take my studies very seriously and am passionate about my degree.

Fortunately, my teachers have been very understanding of my situation. They are allowing me to do some make-up assignments and retake some tests. This will hopefully raise my GPA.

A college education means the world to me. Without your help, financing my degree wouldn’t be possible. I’m requesting that you review my case and reconsider me for this award. I am under very pressing circumstances and could use your help greatly. Thank you very much for taking the time to go over my appeal.

You will find my transcripts attached to this letter. You will also see the appeal form from your organization.

If you need any other information, please contact me by phone or email and I will provide you with it.

Sincerely,