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]** and I am a senior at **[Name]** in **[Company Name]** . I was so excited to be accepted to **[Job Name]** as a member of the class of **[Year]**.

However, as I weigh my college options, affordability is an important factor for me. **[Name]** is a top choice college for me.

I am writing to ask to be considered for any merit scholarship opportunities.

Additionally, I have attached the actual award amounts.

Nonetheless, I want to attend **[Name]** to study **[Insert Major]** and can’t wait to study. With my **[Insert Major]** degree, I want to go into **[Insert Job Or Ambition]**.

Thank you for the opportunity to be reconsidered for additional merit scholarship opportunities. I am honored to be accepted at **[Name]**  and hope to be a member of the freshman class.

Please let me know if you have any other questions!

Best

**[Name]**