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],**

I am writing to appeal the recent loss of my scholarship due to a drop in my grade point average. I realize that the required grade point average for keeping the scholarship is **[#]** and I ended the semester with an average of **[#]**.

Further, I understand that I am solely responsible for my grade point average. I would, however, greatly appreciate it if you would consider the extenuating circumstances that contributed to the drop in my GPA. In addition, I have attached all required appeal forms.

About six weeks into fall semester my grandfather was diagnosed with terminal cancer and given approximately two months to live. I was very close to my grandfather all of my life as my family has always lived next door to my grandparents.

In retrospect, I should have taken a leave of absence, but I thought I could keep up with my studies and spend time with my grandfather too. Now that my grandfather has passed away, I do not regret the time I spent with him during his final weeks; however, it has resulted in the loss of my scholarship. I would like to ask you to consider making an exception in this case and allow me one more semester to bring my GPA back up to the required level or higher. Regardless of your decision, I want to thank you for awarding me the scholarship in the first place and for considering this request.

Respectfully

**[Name]**