

Scholarship Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Scholarship Committee Name]

[Organization/University Name]

[Address]

[City, State, Zip Code]

Dear [Scholarship Committee/Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for my undergraduate scholarship [Scholarship Name] due to [brief explanation reasons such as unforeseen circumstances, health issues, etc.].

During my time as a recipient of this scholarship, I have been able to [mention any accomplishments or experiences]. However, [explain your current situation and why you need an extension].

I am committed to continuing my studies and maintaining my academic performance, and an extension would greatly assist me in achieving my educational goals.

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Student ID]