

# Scholarship Funding Adjustment Request

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Scholarship Committee's Name]  
[Institution/Organization Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Scholarship Committee's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my academic scholarship funding for the [academic year/semester] due to [brief explanation of reasons, e.g., change in financial circumstances, unexpected expenses].

I greatly appreciate the support I have received from [Scholarship Name], which has been instrumental in my academic journey at [University/Institution Name]. However, due to [specific circumstances], I am finding it challenging to meet my educational expenses.

I kindly request a review of my financial situation and an adjustment to my scholarship funding. I am happy to provide any necessary documentation to support my request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Student ID (if applicable)]