

Academic Scholarship Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Scholarship Committee Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Scholarship Committee Name],

I hope this message finds you well. I am writing to formally request the renewal of my academic scholarship, [Scholarship Name], for the upcoming academic year. I am currently a [Your Year, e.g., sophomore, junior] majoring in [Your Major] at [University Name].

Over the past year, I have maintained a [Your GPA] GPA and have been actively involved in [Briefly list any extracurricular activities, volunteering, etc.]. This scholarship has been instrumental in helping me achieve my academic goals and I am eager to continue my pursuit of excellence.

Attached are my transcripts and any additional documentation required for your review. I greatly appreciate your consideration of my request for renewal and would be happy to provide any further information needed.

Thank you for your time and support.

Sincerely,

[Your Name]