

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

Scholarship Committee
[Scholarship Organization Name]
[Organization Address]
City, State, Zip Code

Dear Scholarship Committee,

I hope this message finds you well. I am writing to inquire about the renewal process for the [Name of Scholarship] for the upcoming academic year. I am currently enrolled in [Your Program/Field of Study] at [Your Institution] and have greatly benefited from your support.

As I prepare for the upcoming semester, I would like to confirm the requirements and deadlines for renewing my scholarship. Additionally, I would appreciate any guidance on maintaining eligibility and submitting necessary documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]