

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Scholarship Committee

Organization/University Name

Address

City, State, Zip Code

Dear Scholarship Committee,

I hope this message finds you well. I am writing to formally request an extension of my current scholarship due to [briefly explain reason, e.g., unexpected personal circumstances, financial difficulties, etc.].

Over the past [duration], I have [explain your accomplishments, academic standing, and involvement]. I am committed to continuing my education and making the most of this opportunity.

I would greatly appreciate your consideration of my request for an extension of the scholarship until [desired extension period], as it would provide me with the support needed to successfully continue my studies.

Thank you for your understanding and for the support you provide to students like me. I look forward to your positive response.

Sincerely,

Your Name