

Scholarship Reconsideration Request

Date: [Insert Date]

Admissions Office
[University/College Name]
[University Address]

Dear [Scholarship Committee/Specific Name],

I hope this message finds you well. I am writing to formally request a reconsideration of my scholarship status for the upcoming academic year. My name is [Your Name], a [Your Year, e.g., sophomore] majoring in [Your Major] and my student ID is [Your Student ID].

Due to [briefly explain circumstances, e.g., unforeseen circumstances, hardships], my performance in the last semester was not reflective of my capabilities. However, I have taken significant steps to improve my academic standing and am committed to excelling in my studies moving forward.

I have attached [any relevant documents, e.g., academic records, letters of recommendation, etc.] for your review. I would greatly appreciate any opportunity to discuss my situation or provide further information that may assist in this reconsideration process.

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

Warm regards,

[Your Name]
[Your Email Address]
[Your Phone Number]