

Name of Student
Address of Student
City, State, Zip Code
Student ID Number

DATE

Name of Scholarship Committee Chairman
Name of University
Address of University
City, State, Zip Code

RE: Appeal for Scholarship

Dear Name of Scholar Committee Chairman:

This letter is a formal appeal for the loss of my scholarship because my grade point average dropped below the required standard. The standard is to maintain a 3.0 and my average dropped to 2.8. I understand that this is entirely my fault, and intend to raise it to the required standard during the next semester. I would appreciate if you would consider the reasons that contributed to my GPA dropping. I have enclosed the required appeal forms.

My mother is a widow, and I am her only child. During the last semester, she fell and broke her left arm and leg. She had two casts and was in the hospital for three weeks. When she came home, she needed personal attention for three more weeks to become strong enough in order to dress herself and prepare her meals.

I have enclosed a letter from her doctor stating her condition. I mistakenly thought I could give her the care she needed as well as maintain my GPA.

Now that my mother is able to care for herself again, I can be sure to devote enough time to my studies to bring my GPA back to the required standard. I am requesting you to make an exception in my case and continue my scholarship for one more semester while I bring my GPA to the required level or higher.

I can be reached at Phone Number or at Email Address if you would like more information. I am extremely disappointed that I allowed my scholarship to be discontinued and can assure you that I will make every effort to remedy the situation.

Thank you for awarding me the scholarship in the first place and for taking the time to consider my appeal.

Sincerely,
Signature of Student
Printed Name of Student
Enclosures: Appeal Form and Mother's Medical Records