March 20, 20XX

RE: “Trustee” Scholarship

Mr. John Doe

Asst Director of Admissions

ABC College

Admission Dept’s: Street Address

Admission Dept’s: City, State, Zip

Dear Mr. Doe,

I am extremely grateful for being accepted to “ABC College” and I want to thank you for awarding me your “Trustee Scholarship” for $20,000. While this will go a long way in reducing my educational costs, I must consider all my options, which is why I am reaching out to you.

In addition to my acceptance at “ABC College,” I have also been accepted at “XYZ University.” As you know, both schools are very similar is nature and cost. With “ABC College” being my first choice, I would very much like to find myself on campus there this fall. What is making the decision difficult for me is that “XYZ University” has awarded me their “President’s Scholarship” in the amount of $30,000.

Given that the cost of attendance is very similar at both schools, it makes the most financial sense for me to attend “XYZ University.” However, “ABC College” is where I want to be. Knowing the academic requirements for both scholarships are very similar, would you kindly consider reevaluating my application to see if there is an opportunity to increase the amount of my scholarship?

Attached you will find my offer letter from “XYZ University” inclusive of the awarded “President’s Scholarship” for $30,000.

If you need additional information in consideration of my request, please let me know.

My family and I greatly appreciate your assistance and look forward to hearing from you.

Respectfully,

Student Name

Student Name

Student ID Number (If available)

Student: Street Address

Student: City, State, Zip