Mark Richardson,

1023, Main Street,

California-12314

USA

3/12/2011

Mr. Michael Jordon

Dean- California Management College,

California-12546

USA

Dear Mr. Jordon,

Sub- Appeal to for reconsideration of dismissal of my scholarship

I am writing this letter to you to make you appeal to make reconsideration on the cancellation of my scholarship for the bachelor graduation program because of the incomplete information from my side.

I would like to inform you that I have submitted all the documents required for obtaining the scholarship of your college. For which I was issued due receipt of the acceptance of my application. I have inquired about this issue in the college office.

I have found that the college administration failed to send all the documentation on time to the scholarship department. Therefore, I would like to say that it will be real unfair with me if you do not reconsider the dismissal of my scholarship.

I have been getting such scholarships for my studies since my schooling but never faced the dismissal of my scholarship. I did not expect such dismissal of scholarship from your college as well.

I hope that this letter would be able make you to reconsider the dismissal of my scholarship.

Thanking you,

Yours Sincerely,

Mark Richardson