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9th December 2024

The Appellate Authority

Department of Education,
Government of Karnataka,
Bangalore, 560024

Subject: Appeal Against Rejection of Scholarship Application

Dear Sir/Madam,

I am writing to formally appeal the decision to reject my application for the State Scholarship Program. I had submitted my application on 1st November 2024, and my scholarship was denied on the grounds of insufficient documentation. However, I have attached the required documents in my initial submission, which may have been overlooked.

I kindly request a re-evaluation of my application, as I am in dire need of financial assistance to continue my studies in Computer Science at XYZ University. I am attaching the missing documents, including my bank statements and a letter of recommendation from my department.

I hope you will reconsider my application based on this additional information.

Sincerely,
Ananya Singh