

Financial Aid Assistance Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Financial Aid Office

[Institution Name]

[Institution Address]

[City, State, ZIP Code]

Dear Financial Aid Officer,

I hope this letter finds you well. I am writing to formally request financial aid assistance for the upcoming academic year. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Institution Name]. Due to [brief explanation of circumstances, e.g., unexpected medical expenses or loss of income], my financial situation has changed significantly.

Despite my best efforts to manage my finances, I am now facing challenges in covering tuition and other educational expenses. I have applied for [any scholarships or other aid], but I am still facing a gap in funding.

I am committed to my education and achieving a degree in [Your Major], and I am seeking your support to help me continue my studies without interruption. I have attached the required documentation to support my request.

Thank you for considering my request for financial aid assistance. I appreciate your time and look forward to your response.

Sincerely,

[Your Name]