

Financial Aid Application Request for Part-Time Enrollment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Financial Aid Office]

[Institution Name]

[Office Address]

[City, State, Zip Code]

Dear Financial Aid Officer,

I am writing to formally request financial aid for my part-time enrollment at [Institution Name] for the [specify term, e.g., Fall 2023] semester. Due to [briefly explain your situation, e.g., work commitments, personal circumstances], I have decided to pursue my studies on a part-time basis.

I am committed to continuing my education, and I believe that even part-time study will help me achieve my academic and career goals. However, I require financial assistance to make this feasible.

Attached are the necessary documents, including my current enrollment status and any additional information required for my application. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your time and assistance.

Sincerely,

[Your Name]