

Request for Hardship Payment Assistance

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University/College Name]

[Office of Financial Aid or relevant office]

[Office Address]

[City, State, Zip Code]

Dear [Financial Aid Officer's Name],

I hope this letter finds you well. I am writing to formally request hardship payment assistance due to unforeseen financial challenges that have recently arisen, which have created significant pressure regarding my tuition payments for the [insert semester/year].

As a dedicated student pursuing a [insert degree program] at [University/College Name], I have always been committed to maintaining my academic progress. However, [briefly explain your hardship situation, e.g., loss of job, medical expenses, family issues]. This situation has severely impacted my financial stability and my ability to meet tuition obligations.

I am requesting assistance in the form of [specify type of assistance, e.g., deferment, scholarship, grant] to help alleviate this financial burden. I am committed to continuing my studies and believe that with your support, I will be able to overcome these challenges and focus on my academic goals.

Thank you for considering my request. I am happy to provide any documentation or further information required to support my application for assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID Number]