

# Financial Aid Renewal Follow-Up

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding your financial aid renewal application for the [Academic Year/Term] which was submitted late.

As you are aware, timely submissions are crucial for processing financial aid applications efficiently. Your renewal application is currently under review, and we want to ensure you are aware of any potential impacts on your financial aid eligibility.

If you have any additional information or documentation to submit, please do so by [Insert Deadline]. It's important to resolve any outstanding issues to avoid any disruptions in your financial assistance.

Should you have any questions or require assistance, feel free to reach out to our office at [Contact Information]. We are here to help you through this process.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]