

Financial Aid Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Office of Financial Aid

[University/College Name]

[Office Address]

[City, State, Zip Code]

Dear Financial Aid Officer,

I hope this message finds you well. My name is [Your Name], and I am currently a [year, e.g., sophomore] student at [University/College Name] pursuing a degree in [Your Major]. I am writing to formally request the renewal of my financial aid for the upcoming academic year.

As I continue my studies, I remain committed to maintaining my academic performance and fulfilling the requirements for my financial aid package. I have attached the necessary documentation, including my academic transcript and any updates related to my financial situation.

Thank you for considering my request. I appreciate your assistance and the support provided to students like myself. Please let me know if you need any additional information to facilitate this process.

Sincerely,

[Your Name]

[Student ID Number]