

# Education Subsidy Assistance Request

Date: [Insert Date]

Recipient Name

Title

Institution Name

Institution Address

City, State, Zip Code

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request assistance regarding the education subsidy offered for community college students. As a dedicated student enrolled in [Program Name] at [Community College Name], I am eager to further my education and enhance my skills.

However, due to [briefly explain financial difficulties or circumstances], I am facing challenges in covering my tuition and related expenses. I believe that the education subsidy program can provide critical support to help me achieve my academic and career goals.

I have attached all necessary documentation, including my financial aid information and proof of enrollment, to support my application for assistance. I humbly request your consideration for this subsidy to help alleviate my financial burden.

Thank you for taking the time to review my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]