

# Financial Aid Application Update

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Financial Aid Office/Scholarship Coordinator's Name],

I hope this message finds you well. I am writing to provide an update regarding my financial aid application for the [academic year/semester, e.g., 2023-2024 academic year]. As a current student at [Your Institution's Name], I want to ensure that my application reflects my current financial situation.

Since my initial application, my circumstances have changed due to [briefly explain your changed financial circumstances, e.g., loss of employment, medical expenses, etc.]. This change has impacted my ability to cover my educational expenses, and I kindly request that my application be reconsidered based on these new factors.

I have attached the necessary documentation to support my request, including [list any documents, e.g., pay stubs, medical bills, etc.].

I appreciate your consideration of my circumstances and any assistance you may provide in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email] if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]