

Financial Aid Reassessment Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Financial Aid Office
[University/College Name]
[Office Address]
[City, State, Zip Code]

Dear Financial Aid Officer,

I am writing to formally request a reassessment of my financial aid due to a recent change in my academic status. As of [date of status change], I have [briefly explain the change in status, e.g., changed my major, moved from part-time to full-time, etc.].

My current circumstances have significantly affected my financial situation, and I believe that a reassessment will allow me to receive the assistance necessary to continue my education successfully. I have attached relevant documentation to support my request, including [list any attached documents, e.g., academic transcript, change of major form, etc.].

I would greatly appreciate your consideration of my request and look forward to your prompt response. Please feel free to contact me via email or phone if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Student ID]