

Financial Aid Request for Additional Funding

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Financial Aid Office]

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Financial Aid Officer's Name],

I hope this letter finds you well. I am [Your Name], a [Your Year, e.g., sophomore] majoring in [Your Major] at [University/College Name]. I am writing to formally request additional funding for my financial aid package for the upcoming [semester/year].

Despite my best efforts to manage my finances, I am facing unforeseen circumstances that have put a significant strain on my budget. [Briefly explain your situation, e.g., medical expenses, family emergencies, or loss of income.] These challenges have made it difficult for me to continue my education without additional assistance.

I am committed to my academic goals and have maintained a [mention GPA or academic achievements] during my time here at [University/College Name]. I believe that with the additional funding, I can alleviate my financial burden and focus more on my studies.

Attached you will find [mention any documents you are including, such as tax returns or medical bills], which support my request. I would greatly appreciate any consideration you can provide regarding my situation and would like to discuss my options further.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,
[Your Name]