

Request for Financial Aid Reconsideration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Financial Aid Office Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear Financial Aid Officer,

I hope this letter finds you well. I am writing to formally request a reconsideration of my financial aid package for the academic year [insert academic year]. My name is [Your Name], and my student ID is [Your Student ID].

Due to [briefly explain any significant changes in financial situation, personal circumstances, or other relevant information], my financial circumstances have changed since the time I submitted my application. I believe these changes warrant a review of my financial aid package.

I have attached supporting documentation, including [list any documents you are including, such as tax returns, bills, or letters from employers], to provide a clearer picture of my current situation.

Thank you for considering my request. I appreciate your time and understanding, and I look forward to discussing my case further.

Sincerely,

[Your Name]