

Letter of Urgent Request for Financial Aid Changes

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Institution: [Institution Name]

Address: [Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to urgently request a review and modification of my financial aid package due to unforeseen circumstances that have arisen since my initial application.

Due to [briefly explain your circumstances, e.g., a change in financial status, medical emergencies], I am finding it increasingly challenging to meet the financial obligations associated with my education at [Institution Name]. As such, I respectfully request that you consider adjusting my current financial aid offer to better support my situation.

I have attached relevant documentation to substantiate my request and would be grateful if we could discuss this matter at your earliest convenience. Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Address]