

Financial Aid Adjustment Request Due to Job Loss

Date: [Insert Date]

To: [Financial Aid Office Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Financial Aid Officer's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my financial aid package due to a recent job loss that has significantly impacted my financial situation.

As of [Date of Job Loss], I was employed at [Company Name] as a [Job Title], but unfortunately, due to [brief explanation of reason for job loss, e.g., company layoffs, closure, etc.], I am no longer employed. This unexpected situation has left me facing financial challenges that were not anticipated when I applied for financial aid.

Given this change, I am seeking a reassessment of my financial aid eligibility. I am committed to my studies at [Institution Name] and wish to continue my education without interruption.

Attached are relevant documents including [list of documents, e.g., termination letter, new financial statements] that provide evidence of my circumstances. I appreciate your understanding and consideration of my request.

Thank you for your time and assistance. I look forward to your prompt response so that I may continue my education with the support I need.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]