

Request for Financial Aid Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Office of Financial Aid

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear Financial Aid Officer,

I hope this letter finds you well. I am writing to formally request a review and adjustment of my financial aid package due to unexpected educational costs that have recently arisen.

My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [Institution's Name]. My Student ID is [Your Student ID]. Due to [briefly explain the unexpected costs, e.g., medical expenses, increased housing costs, textbooks, etc.], I am facing significant financial strain.

In light of these circumstances, I kindly request an adjustment to my current financial aid to help cover these additional expenses. I have attached supporting documents, including [list documents, e.g., receipts, estimates, etc.].

I appreciate your attention to this matter and am hopeful for a positive review of my situation. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]