

Request for Financial Aid Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Financial Aid Office

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear Financial Aid Officer,

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year] student at [School's Name] majoring in [Your Major]. I am writing to formally request a review of my financial aid package for the academic year [Insert Year] due to significant changes in my family's financial situation.

Recently, [briefly explain the change in your income, e.g., loss of job, reduction in work hours, health issues, etc.]. This unexpected change has greatly impacted my ability to finance my education and cover my living expenses.

I have attached the necessary documentation to verify the changes in income, including [list any documents you are attaching, e.g., pay stubs, unemployment benefits, tax returns, etc.]. I kindly ask for your consideration in revising my financial aid award based on this new information.

Thank you for your attention to this matter. I appreciate your time and assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]