

Request for Cost of Attendance Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request assistance with the cost of attendance for the upcoming academic year at [Institution Name]. Due to [briefly explain your financial situation or circumstances], I am facing challenges in covering my educational expenses.

As a dedicated and committed student, I am eager to continue my studies in [Your Major/Field of Study]. However, the financial burden has made it increasingly difficult for me to focus on my academic goals.

I would greatly appreciate any guidance or support that you can provide in terms of financial aid options or resources within the institution that may help alleviate my situation.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]