

# Financial Aid Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Financial Aid Office]

[University/College Name]

[Office Address]

[City, State, Zip Code]

Dear Financial Aid Officer,

I am writing to formally request an extension of my financial aid due to unforeseen circumstances that have arisen. My current financial aid package has been instrumental in helping me pursue my education, and I am concerned about my ability to continue without additional assistance.

Due to [briefly explain unforeseen circumstances, e.g., a sudden medical emergency, job loss, family crisis], my financial situation has significantly changed. I am committed to my studies and want to ensure that I can complete my program without interruption.

I have attached supporting documentation to validate my circumstances and demonstrate my continued need for financial assistance.

I greatly appreciate your understanding and consideration of my request. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]

[Student ID Number]