

Request for Financial Aid for Commuting Expenses

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Financial Aid Office/Department]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request financial aid to assist with my commuting expenses for the [specific term, e.g., Fall 2023] semester. As a [your year, e.g., sophomore] student majoring in [your major] at [institution's name], I am committed to my education but am facing financial challenges in covering the daily transportation costs associated with commuting to campus.

Due to [briefly explain your situation - e.g., "the rising cost of public transportation" or "my limited budget as a part-time worker"], I am seeking assistance to help bridge the gap. I believe that with this support, I can focus more on my studies and maintain a successful academic record.

Thank you for considering my request. I am happy to provide any additional information needed to assist in the decision-making process. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]