

Request for University Commuter Assistance Grant

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request assistance through the University Commuter Assistance Grant. As a current student in [Your Program/Department], I face significant commuting costs that impact my ability to focus on my studies and extracurricular activities.

The [specific details about your commute, e.g., distance, time, and costs] make it challenging for me to manage my finances effectively. I believe that receiving this grant will help alleviate some of the financial burdens associated with commuting.

I have attached the required documents and any relevant information for your review. I am grateful for the opportunities this grant may provide and look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Student ID (if applicable)]