

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Financial Aid Office

University Name

University Address

City, State, Zip Code

Dear Financial Aid Officer,

I hope this message finds you well. I am writing to request clarification regarding the tuition support options available for the upcoming academic year at [University Name]. As a [Your Year, e.g., sophomore] majoring in [Your Major], I am eager to explore all possible financial aid options to support my education.

Specifically, I would like to understand the different types of support available, including scholarships, grants, and any work-study opportunities. Additionally, I would appreciate guidance on the application process for these options and any upcoming deadlines I should be aware of.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

Your Name