

University Student Grievance Resolution: Financial Aid Concerns

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Office of Financial Aid
[University Name]
[Office Address]
[City, State, Zip Code]

Dear Financial Aid Officer,

I am writing to formally address my concerns regarding my financial aid package for the [Insert Semester/Year]. My name is [Your Name], and my student ID number is [Student ID].

Specifically, I would like to discuss [briefly outline the concern, e.g., a decrease in aid, delays in processing, or eligibility issues]. I believe that there may have been an error or misunderstanding that I would like to resolve.

To provide you with more context, [summarize the situation, providing relevant details and specific examples]. I have attached documentation to support my claims and would appreciate your assistance in reviewing my case.

I understand how busy the financial aid office can be, but I would greatly appreciate a prompt response to my concerns as it is affecting my ability to [explain any urgent impact, e.g., enroll in classes, pay tuition].

Thank you for your attention to this matter. I look forward to your swift response. I am hopeful for a resolution and am willing to discuss this further if necessary.

Sincerely,

[Your Name]

[Your Student ID]