

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student at [Your Institution]. I am writing to formally request financial aid assistance for the [specific academic year or term, e.g., 2023-2024 school year].

Due to [briefly explain your financial situation, e.g., unexpected family expenses, loss of income], I am struggling to meet my educational costs, including tuition, books, and living expenses. Despite my efforts to secure funding through [mention any other scholarships or financial aid received], I find that I [explain any shortfall or specific needs].

I am committed to my education and maintaining my academic performance, which is why I am reaching out for additional support. I have attached [list any supporting documents, e.g., financial statements, personal statements, etc.] to provide further context regarding my financial situation.

I appreciate your consideration of my request and would be grateful for any assistance you can provide. I am hopeful for the opportunity to continue my studies and contribute positively to [mention any relevant community or academic goals].

Thank you for your time and support. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]