

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Financial Aid Office]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Financial Aid Officer's Name or "Financial Aid Office"],
I hope this letter finds you well. My name is [Your Name], and I am a
[Your Grade Level/Program] student at [School's Name]. I am writing to
formally request financial aid for the [specify academic year, e.g.,
2023-2024] academic year.

Due to [briefly explain your financial situation, e.g., changes in family
income, unexpected medical expenses, etc.], I am finding it increasingly
difficult to meet the financial obligations required for my education.
Despite my efforts to secure funding through [mention any scholarships,
part-time work, etc.], I still require additional assistance to continue
my studies.

I have attached [list any supporting documents, e.g., tax returns, income
statements, etc.] for your review. I am committed to my education and am
eager to continue pursuing my academic goals at [School's Name]. I
sincerely appreciate your consideration of my situation.

Thank you for your time and assistance. I look forward to your favorable
response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID Number (if applicable)]