

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

Office of Financial Aid  
Bowling Green State University  
[Office Address]

Bowling Green, OH [Zip Code]

Dear Financial Aid Office,

I hope this message finds you well. My name is [Your Name], and I am a [current or prospective] student at Bowling Green State University. I am writing to inquire about my financial aid options for the upcoming [semester/year].

I have recently submitted my [FAFSA/application] and would like to confirm its status along with any additional documentation that may be required for my financial aid package. I am particularly interested in [specific types of aid, e.g., grants, scholarships, loans], and I would appreciate any information on eligibility criteria and application deadlines.

Thank you for your assistance. I look forward to your prompt response so I can ensure my financial needs are addressed in a timely manner.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]