

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

[Recipient's Name]  
[Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request financial aid for [specific program, semester, or academic year] at [institution/organization name].

[Briefly explain your current financial situation and why you are seeking aid. Include any relevant information about your academic goals and achievements.]

I believe that with the support of financial aid, I would be able to [explain how the aid will help you achieve your educational and career goals].

Please find attached [any supporting documents such as financial statements, academic records, or recommendation letters]. I sincerely appreciate your time and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Program of Study (if applicable)]