

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Financial Aid Office]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Financial Aid Officer's Name or "Financial Aid Office"],  
Subject: Request for Financial Aid

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [Institution Name]. I am writing to formally request financial aid to help support my educational expenses for the upcoming academic year.

Due to [briefly explain your financial situation, e.g., "unexpected family medical bills" or "job loss"], I am facing challenges in covering my tuition and other related costs. I have attached the necessary documentation to support my request.

I am committed to my education and maintaining my academic performance, and receiving financial aid would significantly alleviate my financial burden. I would greatly appreciate your consideration of my request and any assistance you can provide.

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

Sincerely,

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