

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

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

Subject: Request for Educational Disbursement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the disbursement of funds for my educational expenses as stipulated in my scholarship/grant/loan agreement.

[Include details about the funding, such as the amount requested, purpose of the funds, and any relevant deadlines.]

I have attached the necessary documentation to support my request, including [list any attached documents, like invoices, receipts, or forms].

Thank you for your attention to this matter. I appreciate your support, and I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]