

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

Dear [Financial Aid Officer's Name],
I hope this letter finds you well. I am writing to formally request financial aid assistance for the [specific academic term or year] as I continue my studies in [your program/field of study] at [School/University Name].

Due to [briefly explain your financial situation, such as unexpected expenses, loss of income, etc.], I am finding it increasingly difficult to cover my educational costs, including tuition, fees, and living expenses.

I have applied for various scholarships and have done my best to manage my finances, but I find myself in need of additional support to continue my education without interruption. My academic performance remains strong, maintaining a [your GPA or academic standing], and I am committed to completing my degree.

I kindly ask that you consider my request for any available financial aid, grants, or scholarships that I may qualify for. Please let me know if you need any further information or documentation to support my application.

Thank you for considering my request. I greatly appreciate your assistance and look forward to your positive response.

Sincerely,

[Your Name]
[Student ID Number, if applicable]