

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

Dear Financial Aid Officer,
Subject: Request for Financial Aid Review

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] studying [Your Major] at [University/College Name]. I am writing to formally request a review of my financial aid package for the [specific academic year/semester, e.g., 2023-2024 academic year] due to [briefly explain your circumstances, e.g., unexpected financial hardships, loss of income, etc.]. Despite my best efforts to manage my finances, [provide a brief explanation of your situation, e.g., specific circumstances that have affected your financial status]. As a result, I find myself in need of additional financial assistance to continue my education at [University/College Name].

I have attached [list any supporting documents, e.g., tax returns, letters of support, etc.] to provide further context regarding my current financial situation. I am committed to my academic success and believe that with your support, I can continue to thrive at [University/College Name].

Thank you for considering my request. I would greatly appreciate the opportunity to discuss my situation further and explore any potential options for financial aid. Please feel free to contact me at [phone number] or [email address].

Thank you for your time and understanding.

Sincerely,

[Your Name]
[Your Student ID Number]