

[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. My name is [Your Name] and I am currently a [Year, e.g., sophomore] student majoring in [Your Major] at [Your Institution]. I am writing to formally request financial assistance to help support my education.

Due to [briefly explain your financial situation, e.g., unforeseen circumstances, loss of income, etc.], I am facing challenges in covering my tuition and other educational expenses for the upcoming semester.

Despite my efforts to manage my finances, I find myself in need of additional support to continue my studies.

I am committed to my academic and professional goals, and I have maintained a [GPA or academic achievement, if applicable]. I believe that with your assistance, I can continue to excel in my studies and contribute positively to our community.

I have attached all relevant documentation, including [list any documents, e.g., income statements, budget plans, etc.], to provide a clearer picture of my financial situation.

Thank you for considering my request. I would greatly appreciate any help you can provide. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information.

Sincerely,

[Your Name]  
[Your Student ID Number (if applicable)]