

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request financial support for my education at [Your Institution's Name]. As a [Your Year, e.g., second-year] student pursuing a [Your Degree, e.g., Bachelor of Science in Biology], I have encountered unforeseen financial challenges that have impacted my ability to continue my studies.

[Explain your situation briefly, including any relevant background or specific financial challenges].

I am committed to my education and am actively seeking ways to support myself through work and scholarships. However, additional financial assistance would greatly alleviate my current burdens and allow me to focus on my studies without the constant worry of financial strain.

I kindly ask that you consider my request for financial support during this challenging time. I am more than willing to provide any additional documentation or information needed to assist in this decision.

Thank you for considering my request. I hope to hear from you soon.

Sincerely,

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