

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

Dear [Financial Aid Officer's Name or "Financial Aid Committee"],
I hope this letter finds you well. My name is [Your Name], and I am a
[your year, e.g., freshman, sophomore] studying [your major] at [School
Name]. I am writing to formally request a review of my financial aid
situation for the upcoming academic year.

Due to [briefly explain your circumstances, e.g., a change in financial
status, loss of employment, unexpected medical expenses], I am finding it
increasingly challenging to meet my educational expenses. My family's
financial situation has changed significantly since I submitted my
financial aid application, and I believe that reconsideration of my
financial aid package could greatly assist me in continuing my education.
I have attached [list any documents you are including, e.g., tax returns,
employment termination letters, medical bills] to support my request. I
appreciate your attention to my situation and would be grateful for any
assistance or guidance you could provide.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID Number]