

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] studying [Your Major/Field] at [Your School/University]. I am writing to you to request financial assistance for my education due to [briefly explain your situation, e.g., unexpected circumstances, financial hardships, etc.].

I am passionate about my studies and have maintained a [GPA or academic achievement], but I am facing challenges that threaten my ability to continue. [Provide details of your situation, any relevant achievements, and how financial assistance will help you].

I would greatly appreciate any support you can provide, whether it be a scholarship, grant, or any other form of financial assistance. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]