

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

Dear [Recipient's Name],

Subject: Request for Financial Assistance

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student majoring in [Your Major] at [Your Institution]. I am writing to formally request financial assistance to support my academic endeavors for the [specific term or year, e.g., Spring 2024 semester].

Due to [briefly explain the reason for financial need, e.g., unforeseen circumstances, loss of job, etc.], I am facing challenges in covering my tuition and related educational expenses. I am committed to my education and have maintained a [GPA or academic performance] throughout my studies.

I believe that with your support, I will be able to continue my education without interruptions. I am seeking [specific amount] to help with [specific expenses, e.g., tuition, books, supplies].

I have attached [mention any supporting documents, e.g., financial statements, academic records], which provide further details about my situation. I would be grateful for any assistance you could provide. Thank you very much for considering my request. I look forward to the possibility of discussing this matter further.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]