

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

Dear [Financial Aid Officer's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Grade/Year] student at [School's Name], majoring in [Your Major]. I am writing to formally request financial assistance to help support my education.

Due to [briefly explain your financial situation or any relevant circumstances], I am facing challenges in meeting my educational expenses. I am committed to my studies and believe that with the right support, I can continue to excel academically and contribute positively to our school community.

I have attached [list any documents you are including, such as a financial aid application, tax returns, or other relevant documentation] to help illustrate my situation. I would greatly appreciate any consideration for financial assistance, such as scholarships, grants, or work-study opportunities.

Thank you for your time and consideration. I am looking forward to your positive response. Please feel free to contact me if you need any further information.

Sincerely,

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