

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

Dear Financial Aid Officer,

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., freshman] student pursuing a degree in [Your Major] at [University/College Name]. I am writing to formally request financial aid to assist with my educational expenses for the upcoming academic year.

Due to [brief explanation of your financial situation, e.g., changes in family income, unexpected medical expenses], I am facing significant financial hardship that threatens my ability to continue my studies. I am committed to my education and have maintained [mention any academic achievements, GPA, or extracurricular involvement].

I have explored various options to secure funding, including part-time employment, but unfortunately, they are not sufficient to cover my tuition and living costs. I kindly ask you to consider my situation and grant me [specific type of aid you are requesting, e.g., scholarships, grants, or work-study opportunities].

Thank you for considering my request. I am more than willing to provide any additional information or documentation needed to support my application.

Sincerely,

[Your Name]
[Your Student ID Number]