

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Title/Position]  
[Institution/Organization Name]  
[Institution/Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally apply for financial support in order to continue my education at [Institution Name].

I am currently enrolled in [Program/Field of Study] and have been facing [briefly explain financial hardship]. Despite my efforts to [mention any relevant actions taken, e.g., working part-time, applying for scholarships], I find myself in need of additional financial assistance. I believe that receiving this support will allow me to [explain how the financial support will help you achieve your educational goals]. My goal is to [mention your career aspirations and how your education aligns with them].

I have attached all relevant documents, including [list any attached documents, e.g., financial statements, letters of recommendation, etc.], for your review. I appreciate your consideration of my application and look forward to the possibility of your support.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Student ID Number (if applicable)]