

[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],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student at [Your School/University] majoring in [Your Major]. I am writing to formally request financial assistance to support my educational expenses. Due to [brief explanation of your financial circumstances, e.g., unexpected expenses, loss of job, family issues], I am facing challenges in meeting my tuition and other related costs. Despite my best efforts to manage these challenges, I find that I need additional support to continue my studies.

I am passionate about [mention any relevant academic or extracurricular involvements], and I am committed to [briefly describe your goals and aspirations]. Receiving financial assistance would greatly alleviate my financial burden and allow me to focus on my education.

I have attached [list any documents you are including, such as financial statements, scholarship applications, or letters of recommendation] to provide further context to my situation. I appreciate your consideration of my request and hope to discuss this matter further.

Thank you for taking the time to review my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]