

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

Dear Financial Aid Officer,

I am writing to formally request financial aid for the upcoming academic year. I am currently enrolled in [Your Program/Field] and have demonstrated my commitment to academic excellence by [briefly mention achievements or GPA].

Due to [specific financial circumstances, e.g., loss of employment, medical expenses], my family and I are facing financial difficulties that may hinder my ability to continue my education. I am determined to complete my studies and contribute positively to my community.

I would greatly appreciate your consideration of my application for financial assistance. Enclosed are the necessary documents supporting my situation.

Thank you for your time and support.

Sincerely,

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