

[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 assistance for the upcoming academic year. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [School Name]. Due to [brief explanation of your financial situation, e.g., unexpected medical expenses, loss of income], I am experiencing difficulties in covering my educational expenses.

Despite my efforts to secure funding through part-time employment and scholarships, I find myself unable to meet the costs of tuition, books, and living expenses. I have attached necessary documentation to support my request, including [list any attached documents, e.g., tax returns, pay stubs, medical bills].

I am committed to my education and maintaining a strong academic record, and any assistance you can provide would greatly contribute to my ability to continue my studies without interruption.

Thank you for considering my request. I look forward to your response.

Sincerely,

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