

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

Dear [Financial Aid Officer's Name or "Financial Aid Committee"],
I hope this letter finds you well. My name is [Your Name], and I am currently a [your year, e.g., sophomore] majoring in [your major] at [Institution's Name]. I am writing to formally request financial aid for the upcoming academic year.

Due to [brief explanation of your financial situation, e.g., "unexpected medical expenses," "loss of employment," etc.], I am facing significant financial challenges that may prevent me from continuing my studies. Despite my best efforts to manage costs, [additional details about your situation, e.g., "my family's income has decreased," "I am unable to secure a part-time job," etc.].

I am fully committed to my education and have maintained [mention your academic achievements, e.g., "a GPA of X," "participated in extracurricular activities," etc.]. Financial assistance would greatly alleviate the burden on my family and allow me to focus entirely on my studies and [any other commitments, like internships or volunteer work]. Attached to this letter, I have included [list any documents you are providing, e.g., "copies of my financial statements," "a copy of my academic transcript," etc.] to support my request. I would be grateful for any assistance you can provide as I navigate this challenging time. Thank you for considering my application. I look forward to the opportunity to continue my education at [Institution's Name] with your support.

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