

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Financial Aid Office]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]
Subject: Financial Aid Application
Dear [Financial Aid Officer's Name],
[Your introduction and purpose of the letter.]
[Details about your financial situation and why you need assistance.]
[Conclusion and any other relevant information or requests.]
Thank you for considering my application.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]