

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

Dear [Financial Aid Officer's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [School's Name]. I am writing to formally request a review of my financial aid status due to [briefly explain reason, e.g., unexpected financial hardship, family situation, etc.].

Despite my initial financial aid package, [explain any changes in your circumstances that necessitate additional aid, such as loss of income, medical expenses, etc.]. As a result, I am struggling to cover my educational expenses, including tuition, books, and living costs. I kindly request that you consider my situation and review my eligibility for additional financial aid, scholarships, or grants that may be available. I have attached the necessary documentation to support my request, including [list any included documents, e.g., tax returns, medical bills, etc.].

Thank you very much for your time and understanding. I am eager to continue my education and achieve my goals, and I truly appreciate any assistance you can provide during this challenging time.

Sincerely,

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