

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title]  
[Institution's Name]  
[Institution's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request additional financial aid for my [specific program/semester/year] at [Institution's Name]. Due to [briefly explain your situation, e.g., unexpected financial hardship, change in employment, family circumstances], I am finding it increasingly difficult to meet my educational expenses.

I have been awarded [list any current financial aid, scholarships, or grants], but it has become clear that this support is not sufficient to cover my educational and living costs. [Provide details about your financial situation, including specific numbers if comfortable, and outline your budget].

I am committed to my education and wish to continue my studies in [your field of study]. [Mention any academic achievements or contributions to the school community].

I kindly request that you review my situation and consider providing me with additional financial assistance. I have attached [list any supporting documents, such as tax returns, proof of income, bills, etc.] to provide a clearer picture of my financial needs.

Thank you for considering my request. I appreciate any help you can offer and look forward to your understanding and support.

Sincerely,

[Your Name]  
[Student ID Number, if applicable]