

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

[Financial Aid Office]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear Financial Aid Officer,

I hope this letter finds you well. My name is [Your Name] and I am a [Year, e.g., freshman, sophomore] at [Institution Name], majoring in [Your Major]. I am writing to request financial aid for the upcoming [academic year/semester] due to [briefly explain your financial situation, e.g., unexpected expenses, loss of income, etc.].

Despite my best efforts to manage my finances, I am facing challenges that make it difficult for me to cover my tuition and related expenses without assistance. I am committed to my education and achieving my academic goals, which is why I am seeking support.

I have attached [list any documents you are including, such as tax returns, income statements, etc.] to provide further context about my financial situation. I would be grateful for any assistance you could offer, whether through grants, scholarships, or loans.

Thank you for considering my request. I appreciate your time and support.

I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]