

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Financial Aid Office]  
[University/College Name]  
[School Address]  
[City, State, Zip Code]

Dear Financial Aid Officer,

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., freshman/sophomore] at [University/College Name] majoring in [Your Major]. I am writing to formally request financial aid for the upcoming [specific term/year, e.g., Fall 2024] semester.

Due to [briefly explain your financial situation, e.g., unexpected medical expenses, loss of a job, family financial hardship], I am finding it increasingly difficult to meet my educational expenses. I have attached documentation supporting my circumstances for your review. I have consistently maintained a [Your GPA or academic standing] GPA and am committed to my academic goals. I believe that with your support, I can continue to excel in my studies and contribute positively to the [University/College Community].

Thank you for considering my application for financial aid. I am hopeful for your assistance and look forward to your favorable response.

Sincerely,

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