

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request financial assistance for my [mention program, e.g., undergraduate studies in Biology] at [Institution Name]. Due to [briefly explain your financial situation or circumstances], I am in need of additional support to continue my education.

I have been a dedicated student, maintaining a [mention GPA or academic achievements] while actively participating in [mention any extracurricular activities or community service]. I believe that with your assistance, I can successfully achieve my academic and career goals. Attached to this letter are my [mention any supporting documents, e.g., financial statements, proof of income, academic transcripts], which provide further insight into my situation. I would greatly appreciate your consideration of my request and hope to discuss this matter further. Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]