

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

[Recipient's Name]
[Recipient's Position]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently pursuing [Your Degree or Program] at [Your Educational Institution]. I am writing to request financial support to help cover my educational expenses.

Due to [brief explanation of your financial situation or challenges], I am facing difficulties in managing the costs associated with my studies, including [mention specific expenses such as tuition, books, supplies, etc.].

I am committed to my education and determined to achieve my academic goals. [Add a sentence or two about your academic achievements and future aspirations.]

I would greatly appreciate any support you can provide. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]