

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Financial Aid Office]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Financial Aid Officer's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., freshman, sophomore] enrolled in [Your Program/Department] at [School's Name]. I am writing to formally request financial aid for the upcoming academic year.

Due to [briefly explain your financial situation, e.g., loss of income, unexpected expenses, etc.], I am currently facing challenges in meeting the costs associated with my education. I have always been committed to my studies and maintaining a [mention GPA or any academic achievements, if applicable].

I would greatly appreciate any assistance that the financial aid office could offer to help me continue my education at [School's Name]. Enclosed are [mention any supporting documents you are including, such as tax returns, financial statements, etc.].

Thank you for considering my request. I am looking forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Student ID Number] (if applicable)