

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[School/Organization Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request assistance with school expenses for my [son/daughter], [Child's Name], who is currently enrolled in [Grade/Class Name] at [School Name].

Due to [brief explanation of your situation, e.g., unexpected financial difficulties, loss of employment, etc.], we are facing challenges in covering the necessary expenses for [specific items, e.g., tuition, books, uniforms, etc.]. We want to ensure that [Child's Name] can fully participate in the academic year without any interruptions.

We would greatly appreciate any assistance or guidance you could provide, including information on available scholarships, grants, or financial aid programs that may be applicable.

Thank you for considering our request. We are committed to [Child's Name]'s education and well-being, and any support you can offer would be invaluable to us.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]