

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Institution/Organization Name]
[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 a [Your Year, e.g., freshman, sophomore] at [Your School/University Name], majoring in [Your Major]. I am writing to formally request need-based financial aid for the upcoming academic year. Due to [briefly explain your financial situation, e.g., a family crisis, loss of income, unexpected expenses], I am facing challenges in financing my education. As a dedicated student committed to achieving my academic and career goals, I would greatly appreciate any assistance that your institution could provide.

I have attached the necessary documentation to support my request, including [list any attached documents, e.g., tax returns, financial statements, personal statements]. I understand that resources may be limited, and I genuinely appreciate your consideration of my situation. Thank you very much for your time and support. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]