

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

Financial Aid Office
Fort Valley State University
1005 State University Drive
Fort Valley, GA 31030

Dear Financial Aid Office,

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., freshman, sophomore] student at Fort Valley State University, majoring in [Your Major]. I am writing to formally request financial aid to assist with my educational expenses for the upcoming [specific semester or year].

Due to [briefly explain your financial situation or any challenges], I am currently facing difficulties in meeting the financial obligations associated with my education. I have [mention any steps you have taken, such as applying for scholarships or working part-time], but despite my efforts, I am still in need of additional financial support.

I am committed to my studies and maintaining a GPA of [Your GPA] while contributing to the university community. Financial assistance would significantly relieve my burden and allow me to focus more on my academic and personal growth.

I have attached [list any necessary documents, such as tax returns, financial statements, etc.] to provide further insight into my financial situation. I greatly appreciate your consideration of my request and look forward to your positive response.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Student ID Number] (if applicable)