

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

Dear [Financial Aid Officer's Name or "Financial Aid Office"],
I hope this letter finds you well. My name is [Your Name], and I am an incoming [or continuing] student at [University Name], majoring in [Your Major]. I am writing to formally request a reconsideration of my financial aid package for the [academic year/semester] due to [briefly explain the reason for your appeal, e.g., change in financial circumstances, unexpected expenses, etc.].

[Insert a paragraph providing detailed information about your situation. Include any relevant documentation or evidence that supports your case, such as income loss, medical expenses, family responsibilities, etc.]

I truly believe that attending [University Name] is essential to achieving my academic and career goals. The financial aid I originally received will not be sufficient to cover my educational expenses given my current circumstances. I am committed to my education and hope to continue my studies without interruption.

I kindly ask you to review my situation and consider my request for an increase in my financial aid. I appreciate your time and understanding regarding this matter. Please let me know if you need any further information or documentation to support my appeal.

Thank you for your attention to my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID Number] (if applicable)