

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

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request financial aid to support my studies at [Institution's Name].

Due to [brief explanation of your financial situation, e.g., family circumstances, loss of a job, medical expenses], I am facing challenges in covering my tuition and related expenses.

I am currently enrolled in [Your Program or Course Name] and am committed to [mention any achievements or characteristics that demonstrate your dedication, e.g., maintaining a strong GPA, participating in extracurricular activities].

I would greatly appreciate any assistance you could provide, whether through grants, scholarships, or loans. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]