

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

Dear Financial Aid Officer,

Subject: Request for Financial Aid Review

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., freshman, sophomore] at [College/University Name], majoring in [Your Major]. I am writing to formally request a review of my financial aid package for the [Upcoming Academic Year/Current Semester]. Due to [brief explanation of circumstances affecting financial situation, e.g., loss of job, unexpected medical expenses], my financial situation has changed significantly since I submitted my initial application. I am committed to continuing my education, but I am concerned about my ability to cover the costs associated with my studies.

I have attached the necessary documentation to support my request, including [list any attachments, e.g., tax returns, medical bills, termination letters, etc.]. If possible, I would appreciate an opportunity to discuss this matter further.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Student ID Number]