

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department/Office Name]
Johns Hopkins University
[University 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., sophomore, junior] majoring in [Your Major] at Johns Hopkins University. I am writing to formally request funding support to assist with [briefly describe the purpose, e.g., tuition, research project, study abroad, etc.].

[Provide a brief explanation of your current financial situation, accomplishments, and why you are seeking this funding. Include specific reasons how this funding will benefit your academic or professional goals.]

I have been actively involved in [mention any relevant activities, research, or community service] which has enhanced my educational experience and commitment to [field of study or career goal]. However, [explain any financial challenges or barriers you are facing].

I am passionate about [elaborate on your academic and professional interests] and believe that with your support, I can achieve [state your goals/what you aim to accomplish].

Thank you for considering my request. I appreciate any assistance you can provide and am happy to discuss this matter further. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Major]
[Year of Study]