

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

Office of Financial Aid  
Vermont State University  
[University Address]  
[City, State, Zip Code]

Dear Financial Aid Officer,  
Subject: Request for Financial Aid

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., freshman, sophomore] majoring in [Your Major] at Vermont State University. I am writing to formally request financial aid for the upcoming academic year.

Due to [briefly explain your financial situation, e.g., changes in family income, unexpected expenses], I am facing difficulties in covering my educational expenses. I have attached supporting documents, including [list any supporting documents, e.g., tax returns, a letter from an employer, etc.], to provide context to my situation.

I am committed to my education and have maintained a [Your GPA] GPA while actively participating in [mention any extracurricular activities or part-time work]. I believe with the necessary financial support, I can continue to excel in my studies.

I would appreciate any assistance or guidance you can provide regarding scholarships, grants, or other financial aid options that may be available to me. Thank you for considering my request.

I look forward to your positive response.

Sincerely,  
[Your Name]  
[Student ID Number]