

**\*\*Financial Aid Letter Outline\*\***

**1. \*\*Header\*\***

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

**2. \*\*Recipient Information\*\***

- [Financial Aid Office Name]
- [School/Institution Name]
- [School Address]
- [City, State, Zip Code]

**3. \*\*Salutation\*\***

- Dear [Recipient's Name/Financial Aid Office],

**4. \*\*Introduction\*\***

- State your name and student ID (if applicable).
- Mention the purpose of the letter (requesting financial aid).

**5. \*\*Background Information\*\***

- Briefly outline your academic program and year.
- Describe your current financial situation.
- Explain any special circumstances affecting your financial need.

**6. \*\*Request for Financial Aid\*\***

- Specify the type of aid you are seeking (grants, scholarships, loans, etc.).

- Clearly state the amount of assistance you need.

**7. \*\*Supporting Information\*\***

- Include relevant documents (tax returns, bank statements, etc.) if necessary.

- Mention any previous financial aid received.

**8. \*\*Conclusion\*\***

- Express appreciation for their consideration.
- Provide contact information for follow-up.

**9. \*\*Closing\*\***

- Sincerely,
- [Your Signature (if sending a hard copy)]
- [Your Typed Name]
- [Student ID (if applicable)]