

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Office of Financial Aid]
[YVC Name]
[YVC Address]
[City, State, Zip Code]

Dear [Recipient Name],

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 Yakima Valley College (YVC). I am writing to formally request consideration for financial aid to support my education for the upcoming [term/year].

Due to [briefly explain your financial situation or challenge, e.g., changes in family income, unexpected expenses], I am facing difficulties in covering the cost of tuition, fees, and essential living expenses. I am committed to my studies and maintaining a strong academic record, but financial constraints are a significant concern for me and my family.

I have researched various financial aid options and believe that additional support will enable me to focus on my academic goals without the burden of financial stress. I am eager to continue my education at YVC and contribute positively to our campus community.

Enclosed with this letter are [list any documents you are including, e.g., financial statements, tax returns, or any relevant information]. I appreciate your understanding and consideration of my request.

Thank you for your time and assistance. I look forward to your positive response.

Sincerely,

[Your Name]

[Student ID Number] (if applicable)