

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

Dear [Financial Aid Officer's Name or "Financial Aid Office"],
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., sophomore] student majoring in [Your Major] at [University/College Name]. I am writing to formally request financial aid to help support my education for the upcoming [semester/academic year]. Due to [briefly explain your situation, e.g., unexpected medical expenses, job loss, family issues], I have encountered financial challenges that have made it difficult for me to cover my tuition and related expenses. I am committed to continuing my education and achieving my academic goals.

I have attached relevant documentation to support my request, including [list attachments, e.g., income statements, medical bills, etc.]. I kindly ask you to consider my request for financial aid and am hopeful for any assistance that can be provided.

Thank you for your time and consideration. I look forward to your favorable response.

Sincerely,

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