

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

I hope this letter finds you well. I am writing to formally request a review of my financial aid package for the [Academic Year/Term]. My name is [Your Full Name], and my student ID number is [Your Student ID]. Due to [briefly explain your situation, e.g., unforeseen circumstances, changes in financial status, etc.], I am concerned that my current financial aid may not fully support my educational expenses. I would greatly appreciate any consideration you can provide in reviewing my application for additional aid.

[Optional: Include any supporting documentation or additional information that may help your case.]

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

Sincerely,  
[Your Name]  
[Your Student ID]