

[Mention the address of the company]

[Mention your name]

[Mention your designation]

[Mention the name of the employee]

[Mention the address of the employee]

[Mention the date]

[Mention the subject]

Respected sir,

I hope this letter finds you in good health. My name is [mention your name]. I have been a student at your esteemed college [mention the name of your college] since [mention the time period] and pursuing [mention the name of the course], currently in the [mention your semester]. I am making this contact to raise a request for considering my appeal to grant me the financial aid package for [mention the session].

I have been working as a [mention your designation] at [mention the name of the company or workplace] since the beginning of the session [mention the session] to meet up with the requirements of my academic fees. My family is not very economically sound and thus I also have to take the financial responsibility of my home to some extent.

Amidst all this, I could not catch up with my academics for the [mention the semester] and thus couldn't clear the exams as well. It is with a heavy heart that I inform about my reattempt at giving the exams in the next [odd/even] semester. After scrutinizing enough, I came to the conclusion of asking for financial aid from the college so that I can concentrate on my studies and bring myself back on track.

Because of me devoting more time to my work, I could not attend classes as well. I realize the vitality and gravity of education in life and will leave no stones unturned to catch up on academics if granted this assistance at the earliest. My records are attached herewith to prove my consistency of devotion to work and also studies to the greatest extent that I could. My setback is a result of unavoidable circumstances.

I would be whole heartedly grateful to you if I am granted with this opportunity to bring myself back to on track for aligning my future.

Yours truly

[Mention your name]