

[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 pink of health. I, [mention your name] am a student of 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 writing this letter with due respect and humble request about considering my application for financial aid package. I am grateful to be a student of [mention the name of the university] which has offered me with the financial aid needed to support my academic fees.

I am elated to attend [mention the name of the university] for the [mention the session]. However, I am facing a big financial difference in meeting with the requirements of the college fees, in spite of the generous help that the college has bestowed upon me. It is impossible for me to attend the classes having this thought in mind. My younger 2 sisters live with my mother, who is a single parent.

We always knew how challenging it would get for us to pay for college fees, but still we decided to give it a shot with everything we have. Unfortunately, my mother lost her job as a [mention the designation] and that has made the misery all the more worse to deal with.

Currently, the only source of our income is my mother's single mother and unemployment benefits. I have started working at [mention the name of the company] as a [mention your designation] to manage the situation to some extent. But all my earnings have to be secured for the family's daily expenses and bills. I am expecting my mother to regain her employment in the future soon.

Meanwhile, I am writing this letter in the hope that these unforeseen circumstances will be taken into consideration and my financial aid be reviewed for the same.

Yours truly

[mention your name]