

Date

Student Name
Address
City, State, Zip Code
Student Social Security Number

Director of Financial Aid,

Paragraph I

Introduce yourself. Thank the institution for the aid they have already given you. Clearly state why you are writing and what you are asking for.

Paragraph II (could be 2 paragraphs if needed)

Build your case. This is your opportunity to state why you deserve what you are asking for in paragraph one. It is important to use accurate detailed information to explain why. Be to the point, but include enough information so someone outside of your family can understand the circumstances.

Paragraph III

Wrap it up! Thank them for their time and consideration. Also, include an action. (I am available via phone or email if you have any further questions or need further documentation.) Included your phone and/or email address. Remember, you look forward to hearing from them!

Closing,

Enclosure (if other documents included)

Always include copies of supporting documentation in letter including but not limited to, tax returns, W-2's, award letters, transcripts etc.