

Financial Aid Appeal Letter Structure (Sample Format)

Student Information & Date

[Your Full Name]

[Student ID Number]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Recipient Information

Office of Financial Aid

[College/University Name]

[Office Address]

[City, State, ZIP Code]

Salutation

Dear Financial Aid Administrator,

1. Introduction

State your purpose clearly. For example:

"I am writing to formally appeal the financial aid decision for the upcoming academic year. I appreciate your consideration of my circumstances."

2. State the Reason for Appeal

Briefly explain why you are requesting additional aid or a reconsideration. Common reasons include significant change in family finances, job loss, unexpected expenses, etc.

3. Supporting Details

Provide specific facts and documentation supporting your request. Mention dates, figures, or attach copies of supporting documents (do not include the actual attachments in this template).

4. Restate Your Request Clearly

Clearly state what you are seeking (e.g., an increase in aid, reinstatement of a scholarship, reconsideration of a recent decision).

5. Conclusion & Gratitude

Offer thanks for their time and consideration. Indicate willingness to provide more information and how you can be contacted.

Sincerely,

[Your Name]

Important Notes:

- Always provide truthful and accurate information with supporting documents.
- Be concise, polite, and professional in your tone.

- Check the school's specific appeal guidelines before submitting.
- Proofread your letter carefully for errors.
- Keep a copy of your letter and any correspondence for your records.