

# Sample Format for Financial Aid Statement Letter

**Date:** [Insert Date]

**To:**

The Financial Aid Committee  
[University/College Name]  
[Address]

**Subject:** Application for Financial Aid

Dear Sir/Madam,

I am [Your Name], a [Year/Program, e.g., first-year undergraduate student] at [University/College Name], pursuing [Course/Program Name]. I am writing to formally request consideration for financial aid for the academic year [Year].

I come from a family with limited financial resources. My [mention your family's occupation, e.g., father is a farmer, mother is a homemaker], and our annual income is [mention approximate income, if comfortable]. Due to these circumstances, it has become increasingly difficult to meet the educational expenses, including tuition fees, books, and living costs.

I am a dedicated and hardworking student, as reflected in my academic performance and commitment to extracurricular activities. Receiving financial aid will greatly assist me in focusing on my studies and achieving my academic goals without undue financial stress.

I have attached all relevant supporting documents, including income certificates, academic records, and any other information required for your consideration.

I sincerely request you to consider my application for financial aid. Your support will make a significant difference in my educational journey.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Student ID/Enrollment Number]  
[Contact Information]

## Important Notes

- Be honest and accurate about your family's financial situation.
- Provide all required supporting documents as evidence of need.
- Keep the tone respectful, concise, and formal.
- Proofread your letter for clarity and correctness before submission.
- Follow the institution's specific instructions or format, if any.