

Date:

To the Office of Financial Aid Services:

Thank you so much for offering me an acceptance to _____(name of school). I am very excited about the opportunity to join your student body in the fall of 2021.

I am writing to request a review of my financial aid award, based on special circumstances related to a loss of income. Because of _____
(job layoff/reduced hours/job furlough/illness or hospitalization/death of a parent or guardian/additional people having moved into my home), my family's 2019 taxes are not reflective of our current income.

(Describe in detail the circumstances surrounding the loss of income including dates, employer name, job title, and indicate whether it was related to illness).

Attached are copies of my supporting documents (such as: pay stub, W-2, copy of termination letter from employer, hospital bills).

Thank you very much for your consideration. If there is any more information I can provide, or if you would like to speak to me further about this request, please let me know.

Sincerely yours,

Student Name and ID (if applicable)

Email

Cell Phone