# General Appeal Letter

[Today’s date]

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[University]

Attn: Financial Aid Office – [Student Name] Financial Aid Appeal

[University Address]

[City, State, Zip Code]

To whom it may concern:

Thank you so much for the generous financial aid package I have received this year. While I appreciate the offer, I am concerned about the current level of support because, as it stands right now, I still cannot afford to attend [University name]. I am excited at the prospect of becoming a student at [University name]. [Give reasons.] However, after reviewing my financial aid award, I would like to provide some additional financial information to make this opportunity more affordable for me.

If I understand the cost of attendance correctly, the total annual cost of attendance is [$\_\_\_]. According to the FAFSA or TASFA needs analysis, my family's EFC was calculated to be approximately [$\_\_\_]. My total financial aid package is [$\_\_\_], leaving nearly [$\_\_\_] for my parents and me to pay each year in [Parent Plus] loans or out of pocket. My parents and I are extremely concerned as to how we will come up with additional funding. The FAFSA or TASFA EFC would have been a stretch for us, but a yearly loan of [$\_\_\_] is totally out of our reach as there are extenuating circumstances that I hope your office will consider.

Unfortunately, [*Good reasons* to appeal an aid award. Be honest!!! Do not make up stories.]

*Example:*

Our family income has dramatically changed this year, and we are unable to make the additional contributions necessary to maintain my enrollment. [ENTER YOUR FINANCIAL DIFFICULTIES AND COSTS HERE (SUCH AS LAYOFFS, NEW EXPENSES, ETC.).] With these financial problems, my family is struggling to pay everyday bills. Therefore, my family is unable to borrow additional loan funds on my behalf.

Although my financial situation is challenging at the moment, there is no doubt in my mind that I will succeed at [ENTER SCHOOL NAME]. [summarize achievements: GPA, rank]

*Example:*

My current grade point average is [ENTER GPA], and this semester my grades are better than before.

I value [University name] and the generous award provided. I look at this as a partnership with you; how will [University name] and my family work toward covering the difference in costs? While we understand that student loans are a customary part of financial aid packages, I have been offered both subsidized and unsubsidized loans that will total over [$20,000] per year. I also understand that the money my family must borrow for my higher education will be unsubsidized as well. I am terrified that the unsubsidized loan debt will be more than I can bear. As it stands, I will not be able to attend [University name].

As a result of these financial considerations, the unmet need is unaffordable for my family. I am hoping that we can explore some additional financial aid options. [Offer specific ideas here, such as work-study.]

Thank you so much for your time and attention to this matter. Please feel free to contact me at [phone number/email].

Sincerely,

[Signature]

[Your Full Name]

Student ID:[ \_\_\_\_\_\_]

# General Financial Aid Appeal Email Template

This is a template for what should be in the body of the email that you send to financial aid offices *with your appeal letter attached*.

Subject: [Student Name] Financial Aid Appeal

Email Body:

To Whom It May Concern,

Hello, my name is [Your Full Name] and I am [an admitted student or a student] at [University Name]. I just recently received my financial aid award. After reviewing it, I hope to provide you with additional information about my current financial circumstances. I hope that you will use this information to reconsider my award. Thank you for your time and consideration, I look forward to your response!

Sincerely/Best regards/Thanks again (CHOOSE ONE),

[Your Full Name]

Student ID:[ \_\_\_\_\_\_]