**LETTER TEMPLATE  
FINANCIAL AID APPEAL LETTER**

To the Reconsideration Committee,

Thank you very much for accepting me to (name of college). I was thrilled to get my acceptance letter a few weeks ago. I am reaching out with the hope that I might be considered for additional financial support. (name of school) is absolutely my first choice school, and I am trying my best to make it more affordable for me and my parents. If I do not receive additional financial support I will be unable to attend (name of school). With that being said, I have a few recent details about myself to share that were not on my application that I hope will influence your decision to extend to me further financial support.

One significant event that speaks to my character and potential is that in January I received from the Boy Scouts of America the “XXXXX award” (attached). The award was given for service “above and beyond.” Receiving this award was a complete surprise! I appreciate it because during my three years working there I have helped countless scouts achieve their first few scout ranks and complete multiple merit badges. Over the years my directors have increasingly sought my perspective on the value of newer staff members and asked my opinion on new program ideas.

A second factor that I hope you will consider is that since December I have been working 16-20 hours per week at a local restaurant. While putting in these hours I have maintained my grade point average and continued my involvement in my high school’s musical and theatre programs. I am saving half of my earnings to contribute to college tuition. Last week, my manager sat me down for my three-month review, and I was proud to see that he had given me top marks in every area. I was even given a raise.

One final point related to my ability to meet the financial cost of attending (name of school) has to do with my parents’ savings. They did put some money away, but in 20XX I was diagnosed with XXX disease. The medical testing and treatment for this chronic condition have cost them an average of $7,500 out of pocket per year over the past five years. These are funds which they would otherwise have set aside for college. (I will provide documentation of medical expenses if requested.)

Finally, I attach two substantial merit awards that I received from other private institutions. These range from $22,000-$26,000 per year. It would mean so much to me if these awards could be matched here because as I have said before, (name of school) is my top choice and I would be honored to attend this fall.

Thank you so much for your time,

Regards,  
  
Signature