

April 05, 2025

Office of Financial Aid
University Name
123 University Avenue
City, State 12345

Subject: Financial Aid Appeal

Dear Financial Aid Committee,

I am writing to appeal my financial aid award for the 2025/2026 academic year. My name is Ashley Chen and my student ID is ac698. I was notified of my financial aid award, but I am requesting a reconsideration due to a natural disaster damage to home that has significantly impacted my family's ability to contribute to my education.

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Due to these circumstances, I am respectfully requesting a reconsideration of my financial aid package. Any additional assistance would greatly help me continue my education without excessive financial hardship.

I have attached the following supporting documentation:

- Insurance claim
- Repair estimates

Thank you for your time and consideration of my appeal. I am committed to my education and look forward to continuing my studies. Please contact me at any time if you need additional information.

Sincerely,

Ashley Chen
Email: ac698@upc.edu
Phone: 001-908-990-7740x52416