

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 Steven Duncan and my student ID is sd716. I was notified of my financial aid award, but I am requesting a reconsideration due to a death in the family 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:

- Relevant certificates
- Statement from family member

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,

Steven Duncan  
Email: sd716@upc.edu  
Phone: 001-434-374-9442x8863