Student’s Name

Student’s Address  
City, State, Zip Code

DATE

Individual’s Name  
Individual’s Address  
City, State, Zip Code

Dear Mr/Ms/Mrs Name of Individual,

This letter is a formal appeal to you for help with the tuition fees to join college at Kenya Medical Training College Siaya Campus. I am required with a total of 80,000 shillings for my college tuition fees

However, I am unable to raise this amount since I am an orphan brought up by a widow mum who is also not able to raise this amount.

I will continue to apply for grants and scholarships as well as financial aid from my college for next year, but am requesting you to help me through this difficult time, so I get admitted to college next month.

Enclosed you’ll find a copy of my school fee and calling letter

Thank you for the time and consideration you have given my situation. I would be happy to discuss the amount I need and am willing to be flexible. I hope to hear from you soon. I can be reached at 07xxxxxxx or at okothomusi@gmail.com.

Sincerely,

Signature of Student  
Printed Name of Student  
List of Enclosures