TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Scholarship Fund Appeal Letter

Dear **[Name],**

My name is **[Name]**  and I am a **[Mention Grade]** grader currently enrolled at Los Angeles Academy. First, I would like to say that I am much honoured to have been admitted into this fine school, as University of California Los Angeles (UCLA) is my number one choice.

There is a problem, however, and it is a financial one. I’d love to attend UCLA—it’s near home, which would allow me to be closer to my family, and the Bio department is phenomenal. But, as a low-income Hispanic student, I simply don’t feel I can afford it. I’m writing to respectfully request an adjustment of my financial aid award.

Here are some more details of my financial situation. Currently, my father works as an assistant supervisor for American Apparel Co., and he is the only source of income for my family of five, while my mother is a housewife. The income my father receives weekly barely meets paying the bills.

* **My family’s overall income:**
Father’s average weekly gross pay:**[0.00$]**
Father’s adjusted gross income: **[0.00$]**
* **Our household expenses:**
Rent: **[0.00$]**
Legal Services: **[0.00$]**

Car payment: **[0.00$]**

My parents cannot afford to have medical insurance, so they do not have a medical bill. My father’s average monthly income is an estimate of **[0.00$]** (see attached pay stub). When household expenses such as rent, car payment, legal services, gas bill, and electricity bill are added together the cost is of **[0.00$]**. Other payments such as the phone bill, internet bill, and groceries also add to the list. But in order to make ends meet my father usually works overtime and tailors’ clothes for people in our neighbourhood.

My family is on an extremely tight budget and unfortunately cannot afford to pay for my schooling. I have worked my way up and was recently awarded Valedictorian for the class of **[Year]**. My goals and my aspiration of becoming a nutritionist have helped me push forward. I appreciate your time in reconsidering my financial aid award. I’m looking forward to becoming a Bruin.

Regards