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],**

After submitting the FAFSA for the **[Year]** school year, I realized that you are using the same tax year **[Year]** that was used for my son’s freshman year. I am writing to you because my income for this year **[Year]** has declined, and this fact will not be represented when you examine the FAFSA for **[Year]** let me explain why.

I am a freelance graphic artist and only work when I receive a call for a project and am offered the job. In other words, I only receive a paycheck when I work. This could be for one day or several days, but I do not have steady or guaranteed income. In addition, it is not a job in the traditional sense, where I go to work at the same place every day, I may work for several different companies.

I have been very fortunate in that I have been working my craft for a long time and get a fair number of calls, but some years are better than others. Unfortunately, this year **[Year]**  I am on track to make approximately **[#]**  less that I did in the **[Year]** calendar year.

Thank you for your consideration.

**[Name]**