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],**

I am **[Name]**, an incoming freshman, and I'm looking forward to attending **[Name]**  this fall. Thank you for the detailed financial aid package. After my application was accepted, my family has, unfortunately, experienced an extreme setback in our financial situation.

Just a day after receiving my award information, my father lost his job. After **[#]** years at **[Name]**, he was unexpectedly let go. He was our family's main source of income. My mother remains employed, but she works part-time at a minimum-wage retail job. Consequently, we are now unable to provide the additional funds I'll need for outstanding tuition, books, and expenses.

It is my sincere wish to attend college this fall, and that is in jeopardy now. I'm requesting a review of my award with consideration of these new, extenuating circumstances. Your help is greatly appreciated. Thank you for taking the time to review my appeal.

Attached please find confirmation of my father's termination, as well as the required financial aid appeal form from your office. If there is anything else I can provide or any questions I can answer for you, please do not hesitate to call or e-mail me. I will respond promptly.

Sincerely

**[Name]**