**LETTER TEMPLATE  
FINANCIAL AID APPEAL LETTER**

Dear Mr. XXX,

I would like to thank **(name of school)** for admission into the Biology Program and the Merit Scholarship of **$(amount)**. **(Name of school)** is my number one choice for my undergraduate degree. While I am thankful and appreciate the offer, it still leaves a substantial financial gap. I would like to formally request a review of my information on file and be considered for any additional funding that is available.

Currently, I have acceptances of admission and financial offers from **(name of school)**, **(name of school)**, and **(name of school)**. These are my next three choices and they bring my net balance to less than half of my EFC.

My financial aid application, which shows that I am able to pay a substantial amount of money, does not provide an accurate picture of my financial reality. My family has a significant amount of medical bills, as well as past debt due to a job loss from years ago. In addition, there is a current job loss from which we are still recovering. The assistance that is being offered is helpful, but I would need additional assistance in order to attend **(name of school)**.

I will be on campus on **(month/day)** attending the Accepted Students Day and would appreciate the opportunity to meet with someone from your office. Thank you for your consideration, and I hope to hear back from you soon.

Sincerely,

Signature