**LETTER TEMPLATE**

**HARDSHIP LETTER TO SCHOOL**

**[Date]**

To Whom It May Concern:

I am writing this letter to request a **[fee/tuition reduction, reconsideration for my grades, removal of absence/incomplete, etc.]**. I have been subject to severe **[financial/medical/emotional]** hardship over the last **[amount of time]** and I am struggling to meet my obligations.

Since **[date]**, I have been dealing with **[unemployment/injury/health issues/divorce/child support]**. It has taken a toll on me both emotionally and financially. The loss of **[key support]** was the direct cause of my inability to **[meet financial requirement/come to class/make the grade]**. I have worked very hard to make my situation viable for myself and the school, but this unforeseen difficulty had huge repercussions.

School is extremely important to me and I am dedicated to completing my degree in **[amount of time]**. I have always been a good student and I received **[Scholarship Names]** in order to help me pay my way through college. Unfortunately, my new circumstances may cause me to lose my funding, in which case I would be forced to drop out.

I have included written statements from my **[doctor/therapist/lender/bank]** confirming the severity of my situation. I have also outlined a **[financial/academic]** plan to prove that I am being as proactive as possible. I believe that I can put myself back on track **[financially/academically]**. I have included notes from several teachers describing the **[improvement/quality]** of my grades and my drive to succeed.

Sincerely,

**[Sender Name]**