

Dear Ms. Jones,

I would like to start by expressing my gratitude for the financial aid package I have been offered by XYZ University totaling \$12,000 per year. XYZ is my number one choice and I believe the college with the best master's degree program in my field of study, wildlife biology. It is my greatest desire to attend XYZ; however I cannot afford to do so without more financial assistance than the \$12,000 that has been offered.

I am writing this appeal because, according to the instructions on the financial aid application, I had to list an inheritance I received from my grandmother as income. This was a one-time infusion of cash into my bank account and not part of my yearly income. My grandmother left me \$10,000 in her will and I have already spent this money to further my studies. I took last year off to participate in a National Geographic study of lions living in their natural habitat in Botswana. The \$10,000 was spent on shots, passport, airfare and setting up my small apartment. Although food was provided and I was paid a small stipend, it still took all of my \$10,000 inheritance to get set up and live in Botswana.

It would be tremendously helpful if my financial aid package could be reconsidered without using my grandmother's gift as income. If I could receive an aid package totaling \$18,000 I would be able to attend XYZ University to complete my master's degree. I am available at your convenience to discuss this situation further. Please feel free to contact me at the cell phone number or email address listed above. Thank you for your consideration.

Sincerely,

Sydney Sweet

[Source: Great Sample Resume](#)