

August 17, 2020

Ms. Kristen Hopkins
Office of Financial Aid
University College
204 Street Name
City, State Zip

Dear Ms. Hopkins,

I am Ben Brown, an incoming freshman, and I'm very much looking forward to attending University College 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 30 years at The Widget Factory he was unexpectedly let go. He is — was — our family's main income provider. My mother remains employed, but she works part-time at a minimum wage retail job. Consequently, we are suddenly 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, and I 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,

Ben Brown

1520 My Street

City, State Zip

555-456-7890

bbrown@email.com

You may need the following

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