

## Appealing Your Award Letters – Sample Letter 1

Date

Ms. Karen Smith  
Financial Aid Officer  
Anywhere University  
1000 Any Street  
City, State, ZIP Code

RE: Financial Award Letter for Heath Jones, SSN 000-00-0000

Dear Ms. Smith:

Our family would like to thank you for Heath's recent financial aid award letter. However, we are very concerned with the results. Our family contribution has dropped from \$20,365 in 2009-2010 to \$6,987, yet your award package left us with an additional need of over \$8,500. The reduction in this year's EFC is due to a reduction in assets plus the fact that we will be sending two students to college during the 2010-2011 year. In spite of this, the amount of your current award is essentially the same as the one in 2009-2010.

Every college publication on the market suggests that your university meets about 95% of its student's need, and we have seen award letters sent to high school seniors in our area that substantiate this number. I would think that you would choose to reward a current student (with a 3.4 grade point average in 2009-2010) with an award package equal to, or better, than, an incoming freshman.

It will be financially difficult for us to continue to send Heath to Anywhere University without a major increase in the amount of aid awarded to date.

We would appreciate your review of our circumstances and a response to our present award package as soon as possible, so that we may begin to make alternative arrangements, if necessary.

Sincerely,

Gina Jones, for Heath Jones

## Appealing Your Award Letters – Sample Letter 2

Date

Mr. Lionel Anderson  
Director of Financial Aid  
Anywhere University  
1000 Any Street  
City, State, ZIP Code

RE: Financial Award Letter for Heather Smith, SSN 111-11-1111

Dear Mr. Anderson:

Enclosed is our Student Aid Report and a copy of Stanford's Award Letter per our recent telephone conversation. We discussed our family's present financial situation and how it would be financially difficult for Heather to attend Anywhere University unless there is a major reconsideration for financial assistance. You stated that you would do everything possible to provide additional assistance for Heather and suggested that we send you the above stated information.

As you know, Heather is a very talented young lady and desperately wants to attend your school. However, as the enclosed Stanford award shows, other schools have committed substantially more money for Heather's education.

Both my wife and I obtained new jobs in 2010 and are trying to catch up with the debt we incurred while unemployed over the past year. This has forced us to take a serious look at the Stanford award as an economically viable alternative to your university. However, Heather would dearly love to attend Anywhere University. If there is any way you can meet Stanford's award, Heather will commit to attending your university for the 2011-2012 school year.

Please contact me as soon as possible so that we can make the appropriate arrangements for Heather's future.

Sincerely,

Paul Smith, for Heather Smith

## Ron's generic appeal letter

Date

Mr. James Dublique  
Assistant Director of Financial Aid  
Otterbein University  
100 West Street  
Westerville, OH, 43035

RE: Financial Award Letter for Thomas Higgins, SSN 000-00-0000

Dear Mr. Dublique:

Our family would like to thank you for Thomas' recent financial aid award letter. However, after review, we find that the entire award is based on student and parent loans. We realize that our income is too high to qualify for need-based grants and scholarships, but we are having a difficult time deciding to attend Otterbein at a price of \$46,250 when Thomas' was also accepted to the Ohio State University honors program at a cost of approximately \$25,000. If you could discount your cost by \$7,000 to \$39,250 then we would immediately enroll Thomas into Otterbein.

We would appreciate your response to our request as soon as possible, so that we can make our decision.

Sincerely,

Jeffrey Higgins, for Thomas Higgins