

[Your Street Address]

[Your City, State, and Zip]

[Date]

[Ms. Susan B. A. Dollar]

[Director of Big Money Awards]

[Lots of Money Organization]

[P.O. Box 9999]

[Moneytown, USA 99999-9999]

Dear [Ms. Dollar]:

I am writing to inquire about any student financial assistance that the [**Lots of Money Organization**] may offer to college-bound students.

[Enter a concise paragraph about your back ground and goals. Try to show how you meet the requirements of the organization’s financial assistance program(s). If this is a letter to find out if the organization offers aid, write a short paragraph about how your background and ambitions coincide with the mission of the organization and might qualify you for assistance that may be offered].

I would greatly appreciate information about any student financial assistance available through your organization, including how I may apply for this assistance. Information about application forms and deadlines for the [**20XX-XX**] academic year would also be appreciated. If you require any further information, please do not hesitate to contact me by phone at [**Your area code and phone number**] or via email at [**Your email address**].

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]