**Sample Financial Hardship**

​Name of Candidate  
Address of Candidate  
City, State, Zip Code  
  
DATE  
  
Name of Head of Scholarship Selection Committee  
Name of Scholarship  
Address of Head of Committee  
City, State, Zip Code  
  
RE: Financial hardship letter   
  
Dear Name of Head of Committee:  
  
This letter is intended to inform you about my extreme financial hardship, in the hope it will further my chances of receiving a scholarship to complete my education at Name of Institution.   
  
My mother died when I was 10 years old, and my father has worked hard to pay for my college education for the first two years. He has recently had an accident at work that left him paralyzed from the waist down and unable to continue his job. He receives worker compensation for his injury, but is unable to continue to pay for my college tuition and books. I live at home with him.   
  
I am hoping for a career as a microbiologist and have received excellent grades so far in all of my courses. I have included a copy of my transcripts for my first two years. When I graduate with a BSc in biology, I plan to do my best to receive top grades in order to have a good chance for a scholarship to attend graduate school to focus my studies on microbiology.   
  
I have also enclosed my father’s medical records and his bank statement for the past six months.   
  
Thank you for your kind consideration of my application. If you require any further information, I can be reached at Phone Number or at Email Address.   
  
Sincerely,  
Signature of Candidate  
Printed Name of Candidate  
List of Enclosures: Bank Statements, Medical Records, College Transcripts  
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