Student’s Name

Course Instructor

Course Code

Date

Foday Bangura

Address

Date ……..

To

Office of Financial Aid

Institution

Address

Dear Financial Aid Appeal Committee

**RE: APPLICATION FOR FINANCIAL AID APPEAL**

My name is Foday Bangura, and I have been a student at the institution since ……….. During this time, I have been facing some few challenges of meeting the institution’s Satisfactory Academic Process. Currently, I should be in my …….. year of study. However, over the past few months, I have been committed to my workplace thus making me fail meeting the institution's Satisfactory Academic requirement.

The primary reason that affected my ability to meet the required academic process was work-related. Firstly, my employer could not give me academic leave to continue with my studies because I had a lot of critical work which could not be reassigned to another employee. My colleague who could hold my position in that company had compulsory sick leave. Secondly, I could not abandon my work because my contract with my employer was still active.

I write to assure you that such incidence will not happen in the future because my contract with my employer is yet to expire. However, should I renew my contract, I will apply for academic leave before allow me to continue with my studies as required by the institution.

I sincerely believe that this appeal indicates that I am devoted to being a successful student here in this institution. I believe you will humbly accept my request since I have explained all the reasons which made me fail meeting academic requirements. I sincerely believe that I truly deserve the lifting of my financial aid suspension to give me a chance to proceed with my studies.

Yours sincerely,

Foday Bangura

January 7, 2019

To:

Whom it May Concern,

We receive your request for employment verification for Foday Bangura, as it relates to his application for a Financial Aid in your institution. As the assistant human resource officer of our firm's international internship program for the last 5 years, I can gladly provide you with the information you seek, and I hope that the information contained herein is going to assist you in the decision-making process tremendously.

Foday Bangura met the minimum requirement to be admitted in one of our departments. Of the numerous applications we received, Foday stood out among all other candidates and was therefore placed in one of our branches in the country. He was accorded a 2-year contract and contract is likely to end next year after which we might consider offering him a permanent position. The job that he was given required him to have skills like physical strength, the ability to use simple tools and machinery, computer, hand and eye coordination as well as an apprenticeship.

In the last couple of months, one of our employees got sick and had to take an urgent sick leave. Because of the nature of the job that the employee was undertaking, we could not find a replacement as soon as possible. Another reason that made it impossible to find a suitable replacement as soon as possible was the nature of our work. We require a certain level of confidentiality as one dispenses their services. At that time, it's only Mr. Foday who could be trusted to handle the job. We were therefore forced to let him handle both positions. I'm aware that the decision we made had a significant impact on his academic performance. To prevent future occurrences, we have decided to train more employees who would come in to replace employees who've had to go on emergency leaves.

I sincerely hope that Mr. Foday can obtain the financial aid which I firmly believe will be greatly beneficial to him. If I can be of further assistance, please contact me at **Phone Number** or by email at **Insert Email.**

Sincerely,

Francis Okello

Assistant Human Resource