

[LOCATION_NAME]

ID#: [STUDENT_ID]

Date:

[FIRST_NAME] [LAST_NAME]
[ADDRESS_LINE_1]
[CITY], [STATE] [ZIP]

Dear [FIRST_NAME],

We have evaluated the information you reported on your Free Application for Federal Student Aid and have determined that additional information is needed.

The additional requirements which need to be completed are listed below:

[MISSING_DOCUMENTS]

You can submit copies of these documents through the College Student Self Service portal or you may mail copies of them to us. Please submit these items as soon as possible. Your failure to submit these items can prevent you from receiving a financial aid award offer from [LOCATION_NAME].

If you have any questions regarding this matter, please contact us. We look forward to assisting you in pursuit of your educational goals

Sincerely,

Financial Aid Director