

Student Finance England
PO Box 210
Darlington
DL1 9HJ

[Date]

RE: [Your Full Name]

Customer Reference Number: [your customer reference number]

Date of Birth: [Your date of birth]

To whom it may concern,

I write to request that you consider further funding for tuition fees, on the grounds of Compelling Personal Reasons, for the academic year [next academic year, e.g. 2025/26].

In the academic year [academic year the incident happened], I was studying Course name at Leeds Conservatoire, [give details of what you were doing, how you did and why you think you failed].

Give details of what you are now doing..... and make sure you point out how your situation has improved since to enable you to progress and do well at this course of study now.

Give details of any evidence attached that relates to the same period and can show how those issues affected and/or contributed to the situation at that time.

I would be very grateful if you could please consider my request for additional and exceptional funding for this retake year, on the grounds of these Compelling Personal Reasons, at your very earliest convenience.

Yours faithfully,

[Your Full Name]

[Your Signature]