

## ***Example Cover Letter Students Should Include with Financial Aid Verification Documents***

February 18, 2012

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Financial Aid Office  
Two Rivers College  
100 College Way, Suite 101  
Anytown, OH 45202

Dear Financial Aid Officer,

Please find enclosed the financial aid documents requested by your office.  
These include:

- My parents signed 2011 tax returns - W-2's and all schedules.
- My signed 2011 Student Untaxed Income Verification form (Student Non-Filer Statement). This is included because I will not file 2011 tax returns.
- A signed 2011-2012 Verification Worksheet.
- Corrections to the CSS/PROFILE application (using the final numbers from my parents' completed 2011 tax returns).

In addition, my FAFSA has been corrected online (using the numbers from my parents' completed 2011 tax returns) and sent to Two Rivers College.

Please let me know if any additional information is needed. Thank you.

Sincerely,

*Anna Johnson*