Student Finance England **[Your name**  
PO Box 210 **Address**  
DarlingtonDL1 9HJ **City, postcode**  **Email address**

**or** **Telephone number**

**Date]**

Student Finance Wales

PO Box 211

Llandudno Junction

LL30 9FU

Dear Student Finance,

Re: **[full name, customer reference number]**

I am writing to request an additional year of discretionary funding due to compelling personal reasons that impacted my study during the **20xx/xx** academic year.

During that year, I experienced **[explain details of your CPR including dates]**.

This had an impact on **[explain how your CPR affected you]**.

As a result, it meant my studies were also impacted **[explain how your CPR affected your studies, e.g. if you were unable to attend teaching, missed or failed assessments, had to suspend/withdraw from your studies etc]**.

I have included supporting evidence from **[detail who has provided the evidence]**.

I am returning to my studies during the next academic year, 20xx/xx. However, due to **[my previous study/having already used my supplementary year of funding]**, I will not currently be entitled to a tuition fee loan.

I hope this information and supporting evidence sufficiently demonstrates the CPR I experienced for you to consider awarding me an additional year of funding.

Yours sincerely,

**[full name]**