

THIS IS A SAMPLE. COPY IT ONLY AS IT APPLIES TO YOU

DATE

**RE: Application for a CAQ extension
Financial Capacity
File: C00012345678**

To Whom It May Concern,

I am writing to explain my expenses and financial capacity in support of my CAQ application.

Below, I detail my expenses and assets for the upcoming academic year.

My expenses are:

Expenses	Amount
Fall 2026 (tuition and health insurance)	\$18,000.00 ¹
Winter 2027 (tuition)	\$17,000.00 ²
Living expenses	\$24, 617.00
Travel	\$1,500.00
TOTAL	\$61, 117.00

My assets are the following:

Father's Savings Account	\$25,000.00 ³
Scholarship	\$8,000.00 ⁴
Student loan	\$10,000.00 ⁵
Grandmother's Savings Account	\$20,000.00 ⁶
TOTAL	\$63,000.00

As you can see from the information provided, I have more than sufficient funds to cover my expenses held in savings accounts. Attached are the supporting documents.

Thank you for your time and consideration,

[hand signature]

NAME LASTNAME

¹ See Concordia Account Activity Report (page # of the present document)

² See Concordia Account Activity Report (page # of the present document)

³ See Father's bank statements (pages #-# of the present document)

⁴ See Scholarship letter (pages #-# of the present document)

⁵ See student loan approval letter (page # of the present document)

⁶ See Grandmother's bank statements (pages #-# of the present document)