

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department of Education/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request tuition assistance through the DCPS Tuition Assistance Program for the upcoming academic year. I am currently enrolled in [Your Program/School Name] and believe that this support will greatly aid in my educational pursuits and professional development.

As a [Your Position/Job Title] at [Your School/Department], I am committed to furthering my education to better serve our students and community. The costs associated with [mention any specific courses/tuition fees] pose a challenge, and I am seeking assistance to alleviate this financial burden.

Attached, please find all necessary documentation, including my enrollment verification, program details, and a detailed breakdown of tuition costs. I appreciate your consideration of my request and look forward to your favorable response.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Job Title/Position]
[Your School/Department]