

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Title]
[School/University Name]
[School/University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a tuition fee waiver for the upcoming [academic year/semester] due to [briefly explain your circumstances, e.g., financial hardship, medical issues, family situation].

As a dedicated student in the [specific program or major], I am committed to my education and have maintained [mention any achievements, GPA, or contributions to the school/community]. However, due to [elaborate on the circumstances affecting your ability to pay], I am facing significant challenges in financing my tuition.

I kindly ask for your consideration in granting a tuition fee waiver. This assistance would greatly alleviate my financial burden and allow me to focus on my studies.

Thank you for considering my request. I am willing to provide any additional information needed to support my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Student ID (if applicable)]