

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

Dear [Admissions/Financial Aid Office or Specific Name if known],
I hope this letter finds you well. I am writing to formally request
tuition assistance for my child, [Child's Name], who is [grade/class] at
[School's Name] for the upcoming academic year.

Due to [brief explanation of financial circumstances, e.g., job loss,
medical expenses, etc.], we are currently facing financial challenges
that make it difficult for us to meet the full tuition cost.

We believe that [Child's Name] would greatly benefit from the education
and values provided by your esteemed institution, and we are committed to
ensuring their continued attendance.

I have attached the necessary documentation to support our request,
including [mention any relevant documents, e.g., tax returns, pay stubs,
etc.].

Thank you for considering our application for tuition assistance. We
truly appreciate your support and the valuable education that [School's
Name] provides.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]