

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

[Date]  
[Recipient Name]  
[Title]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a tuition fee waiver for the upcoming academic year due to [specific reason, e.g., financial hardship, academic merit, personal circumstances].

[Briefly explain your situation, providing relevant details and context that support your request. Include any pertinent financial information, achievements, or circumstances that strengthen your case.]

I have been an enrolled student at [Institution Name] since [Year], and I have demonstrated my commitment to my education by [mention any achievements, extracurricular activities, or contributions to the community].

I understand that the decision regarding tuition fee waivers is based on several factors, and I appreciate your consideration of my circumstances. I have attached [mention any documents, such as financial statements, recommendation letters, etc.] to provide further support for my request. Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]