

[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 [specify academic term/year] due to [briefly explain your reason, e.g., financial hardship, special circumstances, etc.].

[Paragraph 1: Describe your current situation, including your enrollment status and any relevant academic achievements.]

[Paragraph 2: Explain your financial circumstances in detail, including any supporting information such as income, family situation, and expenses that impact your ability to pay tuition.]

[Paragraph 3: Mention any additional supporting documentation you are including with the letter, such as tax returns, financial aid applications, or letters of support.]

I am fully committed to my education and believe that with the help of this tuition fee waiver, I will be able to [explain how the waiver will positively impact your studies or future].

Thank you very much for considering my request. I look forward to your understanding and support regarding my financial situation. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Student ID Number (if applicable)]