

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Office of Financial Aid/Admissions]  
[University/College Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Tuition Fee Waiver Appeal

I hope this letter finds you well. I am writing to formally appeal for a tuition fee waiver for the [specific semester/year]. Due to [briefly explain your circumstances, e.g., financial hardship, unexpected personal situation], I am unable to meet the tuition fee requirements for the upcoming academic term.

I am currently enrolled in the [specific program/major] at [University/College Name]. My academic performance has been [mention GPA, achievements if applicable] and I am committed to continuing my education and contributing to the university community. However, [explain any details about your financial situation; what changed, any supporting facts, etc.].

I have attached [mention any supporting documents like pay stubs, medical bills, or letters from employers] to substantiate my appeal and provide a clearer picture of my financial situation.

I sincerely hope that you will consider my request for a tuition fee waiver, as it will enable me to continue my education without the added burden of financial stress. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Student ID Number]