

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

Dear [Recipient's Name/Title],

Subject: Application for Tuition Fee Waiver

I am writing to formally request a tuition fee waiver for my upcoming academic year at [University/College Name]. My name is [Your Name] and I am currently enrolled in the [Your Program Name], set to graduate in [Graduation Date].

Due to [a brief explanation of your circumstances, e.g., financial hardship, family situation], I am unable to afford the tuition fees.

[Optional: Include any relevant achievements, such as academic performance or community service].

I have attached the necessary documentation to support my request, including [list documents, e.g., tax returns, proof of income, etc.]. I sincerely hope that you will consider my application favorably.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Student ID Number (if applicable)]