

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Institution's Name]
[Office of Financial Aid]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Tuition Fee Waiver

I hope this letter finds you well. I am writing to formally request a tuition fee waiver for the [specific semester/academic year], as I am currently facing [briefly explain your financial situation, e.g., unforeseen circumstances, loss of income, etc.].

I am currently enrolled in [your program/major] at [institution name] and have maintained [mention any relevant academic achievements, GPA, etc.]. However, due to [explain your situation further, if appropriate], I am struggling to meet the financial obligations related to my education.

I would greatly appreciate your consideration of my request for a tuition fee waiver. This assistance would significantly alleviate my financial burden and allow me to focus on my studies.

Thank you for considering my request. I am happy to provide any additional information or documentation needed to support my application.

Sincerely,

[Your Name]

[Student ID (if applicable)]