

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[School/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a tuition fee waiver for the upcoming academic year. I am [briefly explain your current status, e.g., a student in my second year majoring in XYZ]. Due to [explain your circumstances, e.g., financial hardship, loss of income, medical expenses], I am facing challenges in meeting my tuition obligations. I am committed to my education and believe that receiving a tuition waiver would significantly alleviate my financial burden and allow me to focus on my studies.

I have attached relevant documents to support my request, including [list any supporting documents, such as financial statements, tax returns, or other relevant information].

I appreciate your consideration of my situation and am hopeful for a favorable response. Thank you for your time and understanding.

Sincerely,

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