

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title]
[Institution's Name]
[Institution's 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 [specific semester/academic year] due to [briefly explain your reason, such as financial hardship, personal circumstances, etc.].

As a [your year, e.g., freshman, sophomore, etc.] majoring in [your major] at [institution's name], I am committed to my education and strive to achieve academic excellence. Unfortunately, my current financial situation has made it challenging to cover my tuition fees. [You may include specific details about your situation, any supporting numbers, or evidence if applicable].

I kindly ask that you consider my request for a tuition fee waiver, which would significantly alleviate my financial burden and allow me to focus on my studies. I am more than willing to provide any further documentation or information needed to support my application.

Thank you for taking the time to consider my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Student ID Number, if applicable]