

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

Dear [Recipient 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 currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [School/University Name].

Due to [briefly explain your financial situation or reason for request], I am unable to afford the full tuition fees this semester. I have explored various financial aid options, but I am still facing significant challenges.

I am committed to my education and my academic performance reflects that; my current GPA is [Your GPA]. I believe that with your support in the form of a tuition fee waiver, I will be able to continue my studies without the burden of financial stress.

Thank you for considering my request. I am happy to provide any further documentation or information needed to assist in the decision-making process.

Sincerely,

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