

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

Dear [Admission Office/Financial Aid Officer's Name],  
I hope this letter finds you well. My name is [Your Name], and I am a [current student/prospective student] at [University's Name], pursuing [Your Major/Program] starting in [Term/Year]. I am writing to formally request a tuition fee waiver for [reason for request, e.g., financial hardship, academic merit, etc.].

Due to [briefly explain your situation, e.g., recent loss of income, unexpected medical expenses, etc.], I am facing significant financial challenges that make it difficult for me to afford the tuition fees. Despite my best efforts to secure funding, [explain your attempts, such as applying for scholarships, part-time work, etc.].

[Optional: Include any additional relevant information about your academic achievements, community involvement, or future goals that support your case.]

I genuinely believe that obtaining a degree from [University's Name] will greatly contribute to achieving my [personal/professional] aspirations. It would be immensely helpful if the university could consider my request for a tuition fee waiver.

Thank you for considering my situation. I would be grateful for the opportunity to discuss this matter further. Please let me know if you require any additional information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student ID (if applicable)]