

[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],

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 [specify academic term/semester and year] due to [briefly explain the reason, e.g., financial hardship, academic merit, etc.].

I am currently enrolled in [specify program/degree] and have maintained [mention academic performance, e.g., GPA] while [briefly mention any extracurricular activities or responsibilities, if applicable].

Due to [explain your situation in more detail], I am unable to meet the financial obligations associated with my tuition fees. [You may include any supporting documents or evidence, if applicable].

I kindly ask for your consideration of my request, and I am hopeful for your positive response. Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]