

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

[Recipient's Name]
[Title/Position]
[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 appeal for a tuition fee waiver based on [specific reason, e.g., financial hardship, personal circumstances, etc.].

As a [student's year, e.g., sophomore] majoring in [your major] at [institution's name], I have encountered unexpected challenges that have affected my ability to afford tuition fees. [Briefly explain your situation, including relevant details that support your appeal, such as family circumstances, job loss, medical issues, etc.].

Despite these difficulties, I remain committed to my education and have maintained [mention any academic achievements, GPA, or extracurricular activities that demonstrate your dedication]. I believe that a tuition fee waiver would significantly alleviate my financial burden and enable me to focus more on my studies.

I have attached [mention any supporting documents, such as financial statements, letters, etc.]. I kindly ask you to reconsider my situation and grant me the waiver I am requesting.

Thank you for considering my appeal. I am hopeful for a positive response and am more than willing to discuss this matter further.

Sincerely,

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