

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[School/University Name]  
[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.

Due to [briefly explain your financial circumstances, e.g., job loss, medical expenses, family situation], I am currently facing significant financial challenges that make it difficult for me to afford the tuition fees.

I am committed to my education and have consistently [mention any academic achievements or involvement in extracurricular activities]. I believe that with your support, I can continue to pursue my studies and contribute positively to the [School/University Name] community.

I would greatly appreciate your consideration of my request. Please let me know if you require any additional information or documentation.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]