

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

[Recipient's Name]
[Recipient's Title]
[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 request a tuition assistance waiver for the upcoming [specific term or academic year] due to [brief explanation of your circumstances, such as financial hardship, employment status, etc.].

I have been a [student status, e.g., full-time student] at [Institution's Name] since [start date], pursuing a degree in [your degree program].

[Include any relevant academic achievements or contributions to the institution]. Despite my efforts to manage my finances and explore other funding options, I have encountered [specific reasons for financial need].

I would greatly appreciate your consideration of my request for a tuition assistance waiver. This support would be instrumental in allowing me to continue my education and achieve my academic goals.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID if applicable]