

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[University/Institution Name]
[Department/Office Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Tuition Fee Waiver Application

I hope this letter finds you well. I am writing to formally apply for a tuition fee waiver for the upcoming academic year as a graduate student in [Your Program/Department Name].

I am currently enrolled in [Program Name], and I am passionate about [briefly explain your field of study and its importance]. Due to [explain your financial situation or circumstances that warrant the fee waiver], I am seeking assistance to continue my education without the burden of financial stress.

I have attached all necessary documentation, including [list any supporting documents such as income statements, academic records, or personal statements].

I appreciate your consideration of my application and look forward to the opportunity to continue contributing to our academic community.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]