

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

[University/College Name]  
[Office of Financial Aid/Admissions]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "Financial Aid Office"],

Subject: Tuition Fee Waiver Justification

I hope this letter finds you well. I am writing to formally request a tuition fee waiver for the [specific semester/year, e.g., Fall 2023] academic session.

I am currently enrolled in the [Your Program/Department] at [University/College Name], and I am dedicated to achieving academic success. Unfortunately, [briefly explain your financial hardship or extenuating circumstances that necessitate the waiver, e.g., loss of family income, medical expenses, etc.].

Despite my challenges, I am committed to my studies and have maintained [mention any relevant grades or accomplishments]. I believe that with the financial assistance of a tuition waiver, I would be able to focus more on my education and less on my financial burdens.

I have attached supporting documentation to substantiate my request, including [list any attached documents, e.g., income statements, medical bills, a letter from an employer, etc.].

Thank you for considering my application for a tuition fee waiver. I am hopeful for a positive response and am willing to provide any additional information if required.

Sincerely,

[Your Name]  
[Your Student ID Number (if applicable)]  
[Your Program and Year of Study]