

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a tuition fee waiver for the upcoming academic year. My name is [Your Name], and I am currently enrolled in [Your Program/Major] at [University/College Name], with student ID [Your Student ID].

Due to [briefly explain your circumstances, e.g., financial hardship, family situation, etc.], I am finding it increasingly difficult to meet the financial obligations associated with my education. I have explored various options to support my studies, including [mention any scholarships, part-time work, etc., if applicable].

I am committed to my education and achieving my academic goals, and a tuition fee waiver would significantly alleviate my financial burden and allow me to focus on my studies.

I have attached the necessary documentation to support my request, including [list any documents such as tax returns, financial aid statements, etc.].

Thank you for considering my application for a tuition fee waiver. I would be grateful for any assistance you can provide. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Student ID]