

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

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

Dear [Recipient's Name],

Subject: Request for Tuition Fee Waiver

I hope this message finds you well. My name is [Your Full Name], and I am a [year, e.g., "freshman"] majoring in [Your Major] at [College/University Name]. I am writing to formally request a tuition fee waiver for the [specific semester/academic year, e.g., "Fall 2024 semester"].

Due to [briefly explain your financial situation, e.g., family hardship, unexpected expenses, etc.], I am facing difficulties in covering my tuition costs. [You may include any relevant supporting information about your academic performance, extracurricular involvement, or personal circumstances].

I am fully committed to my education and strive to contribute positively to the campus community. A tuition waiver would greatly assist me in continuing my studies without financial burden.

Thank you for considering my request. I have attached [any supporting documents, e.g., income statements, personal statements] for your review. I appreciate your support and look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Student ID Number] (if applicable)