

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

[Recipient's Name]
[Title/Position]
[Institution Name]
[Department/Office]
[Institution Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Request for Tuition Fee Waiver

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student pursuing a [Your Degree, e.g., Bachelor's in Biology] at [Institution Name]. I am writing to formally request a tuition fee waiver for the upcoming [Specify Semester/Year, e.g., Fall 2024 semester].

Due to [briefly explain your financial circumstances, e.g., unexpected medical expenses, loss of employment, or family issues], my financial situation has become quite challenging. [Provide additional details if necessary, including any supporting documentation if required].

I am committed to my education and dedicated to my studies, maintaining a [Your GPA] GPA. I believe that a tuition fee waiver would significantly alleviate my financial burden and allow me to focus on achieving my academic goals.

I kindly ask for your consideration of my request. I am more than willing to provide any additional information or attend a meeting to discuss this matter further. Thank you for your time and understanding.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Degree Program]