

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

[Recipient's Name]  
[Institution's Name]  
[Institution's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently [your year, e.g., a sophomore] at [Your Institution's Name], pursuing a degree in [Your Major]. I am writing to formally request your assistance in the form of tuition support for the upcoming academic year. As a dedicated and passionate student, I have always strived to excel academically, maintaining a [your GPA] GPA while actively participating in [mention any relevant extracurricular activities or community service]. However, despite my efforts to balance work and study, my financial situation has become increasingly challenging due to [briefly explain your circumstances, e.g., a family hardship, loss of income, etc.].

Receiving tuition assistance would significantly alleviate my financial burden and allow me to focus more on my studies and career objectives. I am committed to [mention any goals, such as graduating with honors, pursuing a specific career, or contributing to your community]. With your support, I believe I can achieve these goals and make a positive impact in my field.

I would appreciate the opportunity to discuss my situation further and explore potential options for assistance. Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]