

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

[Recipient's Name]  
[Title]

[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request tuition assistance for the upcoming [academic year/semester] at [Institution Name].

I am currently enrolled in the [Your Program/Field of Study] program and have been dedicated to my studies and maintaining a [GPA or performance indicator]. However, due to [briefly explain your financial situation, e.g., unforeseen circumstances, loss of income, etc.], I am finding it increasingly difficult to meet my tuition obligations.

I am committed to continuing my education and achieving my academic goals, which I believe will not only benefit me but also contribute positively to [mention any community or professional goals].

I kindly ask you to consider my application for tuition assistance, as it would greatly alleviate my financial burden and allow me to focus on my studies without the stress of financial constraints.

Thank you for taking the time to consider my request. I look forward to your positive response.

Sincerely,

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