

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request tuition assistance in support of my education at [School/University Name]. I am currently enrolled in [Program/Field of Study] and am committed to achieving my academic and career goals.

Due to [brief explanation of your financial situation, e.g., unexpected expenses, loss of income, etc.], I am facing challenges in covering my tuition fees. I am dedicated to my studies and believe that with your support, I can continue to thrive and succeed.

I would greatly appreciate the opportunity to discuss my situation further and explore potential options for assistance. Thank you for considering my request.

Sincerely,

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