

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request tuition assistance for my education in [specific program/degree] at [institution name]. Due to [brief explanation of financial circumstances], I am unable to afford the total tuition costs.

I am committed to advancing my education and believe that [mention how the program will benefit your career and contribute to your goals]. I have researched various funding options and believe that with your support, I will be able to [mention specific plans post-education]. Attached to this letter are my financial documents and any additional information that might be required for the assessment of my request. I appreciate your consideration of my application, and I welcome the opportunity to discuss this matter further.

Thank you for your time and support.

Sincerely,

[Your Name]