

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Institution/Organization Name]
[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 [specific program or course] at [Institution Name].

Due to [brief explanation of your situation, e.g., financial hardship, job loss, etc.], I am seeking support to help cover my educational expenses. My passion for [field of study] drives my ambition to succeed, and your assistance would greatly alleviate my financial burden.

I have attached the required documentation, including [list of documents: income statements, personal statement, etc.], to support my request.

Thank you for considering my application for tuition assistance. I appreciate your time and support.

Sincerely,
[Your Name]