

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

[Recipient's Name]
[Organization/Institution Name]
[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 a [Your Year, e.g., freshman, sophomore] at [Your School/University Name], pursuing a degree in [Your Major/Field of Study]. I am writing to formally request tuition assistance for the upcoming academic year.

[Briefly explain your current financial situation and the reasons why you are seeking assistance. Include any relevant details about your background, challenges you are facing, and your commitment to your education.]

I have always been passionate about [your field of study or career goals], and I firmly believe that with your support, I will be able to achieve my academic and professional goals. [You can include any notable achievements, extracurricular activities, or volunteer work that demonstrates your dedication.]

I greatly appreciate your consideration of my request for tuition assistance. I am looking forward to the opportunity to contribute positively to our community and uphold the values of [Institution/Organization Name].

Thank you for your time and consideration. I hope to hear from you soon.

Sincerely,
[Your Name]