

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Tuition Assistance Coordinator's Name]  
[Institution/Organization Name]  
[Institution/Organization Address]  
[City, State, Zip Code]

Dear [Coordinator's Name],

I am writing to formally request tuition assistance for the upcoming [semester/year] at [institution name]. I am currently enrolled in [program/degree] and am eager to continue my education, but I am facing financial challenges that make it difficult for me to afford the tuition. [Briefly explain your financial situation and reasons for requesting assistance. Mention any supporting documents you are including, such as tax returns, pay stubs, or a financial aid statement.]

Pursuing my education at [institution name] is incredibly important to me. [You can include a brief statement about your academic goals and aspirations, and how this assistance would help you achieve them.]

I appreciate your consideration of my request, and I am hopeful for the opportunity to alleviate some of the financial burden through tuition assistance. Thank you for your time and support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]