

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

Dear [Recipient's Name],

I am writing to formally request tuition assistance for my [degree program] at [college/university name]. As a [your year, e.g., sophomore] majoring in [your major], I am committed to my education and future career in [your field].

[Briefly explain your current financial situation and why you need assistance. Be honest and concise, and include any relevant details such as changes in financial status, family circumstances, etc.]

I have explored various funding options and have applied for scholarships, but I still find myself in need of additional support. Tuition assistance would greatly alleviate my financial burden and allow me to focus more on my studies and less on financial stress.

I appreciate any consideration you can give my request for assistance. I am happy to provide further information or documentation if needed.

Thank you for your time and attention to this matter.

Sincerely,

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