

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Institution Name]
[Office of Financial Aid / Admissions Office]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a tuition waiver for the [specific program or semester] at [Institution Name]. I am currently enrolled in [your major or program] and have demonstrated a strong commitment to my academic and personal growth during my time here.

Due to [briefly explain your financial situation or personal circumstances], I am unable to meet the tuition costs necessary to continue my education. [Detail any specific challenges you are facing, e.g., loss of a job, medical expenses, family obligations, etc.]

I have worked diligently to maintain a [GPA] and have participated in [any relevant extracurricular activities, volunteer work, or achievements] to enhance my educational experience. I believe that with the assistance of a tuition waiver, I will be able to focus on my studies and continue to contribute positively to [Institution Name] and its community.

Thank you for considering my request. I am hopeful for the opportunity to continue my education without the burden of financial hardship. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)