

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a tuition waiver for the upcoming [semester/academic year] due to [briefly explain your circumstances, e.g., financial hardship, personal challenges, etc.].

As a [your year, e.g., junior] majoring in [your major] at [University/Institution's Name], I have always been committed to my academic success and have maintained a [mention your GPA or academic standing, if applicable]. However, [elaborate on your reasons for needing the waiver, including any relevant details about your situation].

I am passionate about continuing my education and believe that a tuition waiver would significantly alleviate the financial burden I am currently facing. I have explored other funding options, including [mention any scholarships, grants, or other assistance sought], but have not been able to secure sufficient support.

I understand that the decision to grant a tuition waiver is not taken lightly, and I appreciate your time and consideration of my request. I am hopeful for the opportunity to continue my studies without the added stress of financial constraints.

Thank you for your attention to this matter. I would be grateful for the opportunity to discuss my situation further and provide any documentation necessary to support my request.

Sincerely,

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