

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

[Recipient's Name]
[Title]
[Institution's Name]
[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 [specific course/program] at [institution's name]. I am currently [briefly explain your current academic status, e.g., a full-time student, returning student, etc.]. Due to [reason for financial hardship or other circumstances], I am unable to afford the tuition fees for the upcoming [semester/academic year].

[Optional: Briefly outline any achievements or work you have done related to your academic or professional goals that may support your case.]

I believe that obtaining this waiver would greatly assist me in [explain how the waiver would help you academically or personally].

Thank you for considering my request. I appreciate your time and attention to my situation. I look forward to your positive response.

Sincerely,

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