

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

[Recipient Name]
[Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a tuition waiver for the [specific term/semester, e.g., Fall 2023] academic year due to [briefly state reason, e.g., financial hardship, academic achievement].

[Provide a detailed explanation of your situation, including any relevant financial information, academic performance, and supporting documents you are including with your request.]

I greatly appreciate your consideration of my request. I believe that with the support of a tuition waiver, I will be able to [explain how receiving the waiver will help you achieve your educational goals].

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]