

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[College/University Name]
[Office of Financial Aid/Registrar]
[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 upcoming academic year at [College/University Name].

As a [your year, e.g., sophomore] majoring in [your major], I have been dedicated to my studies and have maintained a [your GPA] GPA. However, due to [briefly explain your financial situation or circumstances, e.g., unforeseen medical expenses, job loss, etc.], I am currently facing significant financial challenges that hinder my ability to cover tuition costs.

I am committed to my education and actively involved in [mention any relevant extracurricular activities or community service]. I believe that a tuition waiver would allow me to continue my studies without the added financial burden.

I have attached the necessary documentation to support my request, including [list any documents you are including, such as FAFSA results, letters from employers, etc.].

Thank you for considering my request. I appreciate your time and assistance, and I look forward to the possibility of discussing this matter further.

Sincerely,

[Your Name]
[Student ID Number]