

[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. My name is [Your Name], and I am currently a [Your Year, e.g., freshman, sophomore] student at [Institution's Name], pursuing a degree in [Your Major/Program]. I am writing to formally request a waiver for my tuition fees for the [specific academic term/year].

Due to [briefly explain your circumstances, e.g., financial hardship, unexpected medical expenses, changes in family income], I am facing challenges in meeting the financial obligations associated with my education. I have explored various options to alleviate my situation, including [mention any steps taken, e.g., applying for scholarships, working part-time], but unfortunately, these measures have not been sufficient.

I am committed to my education and have maintained [mention any relevant academic achievements, e.g., GPA, involvement in extracurricular activities]. I believe that with your understanding and support, I can continue my studies without the added burden of financial strain.

I kindly request your consideration of my situation and the possibility of a tuition fee waiver. I am more than willing to provide any additional information or documentation needed to support my request.

Thank you very much for taking the time to consider my appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]