

[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 am writing to formally request a tuition waiver for the [specific program or course] for the [academic year/semester]. I am currently a [your year, e.g., sophomore, junior] student majoring in [your major] at [institution's name].

[Briefly explain your financial situation and why you are requesting the waiver. Include any relevant circumstances, such as family financial hardship, personal challenges, or academic achievements.]

I have maintained a [your GPA] GPA, and have been actively involved in [any relevant extracurricular activities, volunteering, or leadership roles]. My commitment to my education and future career in [your field] motivates me to seek this support.

I appreciate your consideration of my request and would be grateful for the opportunity to discuss this matter further. Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program and Year]