

[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 apply for a tuition waiver for the [specific program or semester/year] at [Institution Name].

I am currently enrolled in [your current program or course of study] and have maintained [your GPA or academic achievements]. Due to [briefly explain your financial situation or reason for requesting the waiver], I am seeking assistance to continue my education and achieve my academic goals.

I believe that receiving a tuition waiver will enable me to [mention how the waiver will help you, such as focusing on studies, pursuing additional opportunities, etc.].

I have attached [mention any supporting documents you are including, such as financial statements, letters of recommendation, or a personal statement] to provide further context to my application.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

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