

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Department]  
[University/College Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request consideration for a tuition waiver for the [specific program or semester] at [University/College Name].

As a dedicated student with a strong academic record, I have committed myself to [briefly explain your academic goals or major]. However, due to [briefly explain your financial situation or circumstances], I am currently facing challenges in affording the tuition fees.

I truly believe that with a tuition waiver, I would be able to focus my efforts on my studies and contribute positively to the [program/department/university community]. I am willing to provide any additional information or documentation that may support my request.

Thank you for considering my application. I look forward to the possibility of discussing this matter further.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]