

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

Dear [Recipient Name],

I am writing to request a tuition waiver for the upcoming academic year due to [briefly explain your circumstance, e.g., financial hardship, personal challenges, etc.].

As a [your year, e.g., sophomore] pursuing [your major or program], I have always been committed to my education and have maintained a [your GPA] GPA. However, [explain your situation in more detail, e.g., unexpected financial burden, family situation, etc.].

I have explored various options to finance my education, including [mention any scholarships, part-time jobs, etc.], but despite my efforts, I am still facing challenges that could hinder my ability to continue my studies. A tuition waiver would significantly alleviate my financial burden and allow me to focus more on my academic responsibilities and success.

I appreciate your consideration of my request, and I am willing to provide any additional documentation or information needed to support my application. Thank you for your time and understanding.

Sincerely,

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