

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a partial tuition waiver for the [specific term/semester] of the [academic year] due to [briefly explain your reason, e.g., financial hardship, unexpected expenses, etc.].

As a dedicated student in the [your program/department], I have been committed to maintaining my academic performance while balancing [mention any relevant work or personal responsibilities]. Despite my efforts to manage my expenses, I find myself in a challenging financial situation that makes it difficult to meet the full tuition requirement.

I have attached [mention any supporting documents, e.g., financial statements, letters of support, etc.] to provide further context to my request. I truly believe that with this support, I can continue to excel in my studies and contribute positively to the university community.

Thank you for considering my request. I am hopeful for a positive response and am willing to discuss this matter further at your convenience.

Sincerely,

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