

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title]  
[Name of Institution]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a tuition waiver for the upcoming [semester/year] due to [briefly explain your reason, e.g., financial hardship, academic merit, personal circumstances].

I am currently enrolled in [Program Name] at [Institution Name] and am committed to [explain your academic goals or contributions to the community]. However, [describe any financial difficulties or relevant circumstances affecting your ability to pay tuition].

I have attached [mention any supporting documents, e.g., financial statements, letters of recommendation, etc.] to support my request. I greatly appreciate your consideration of my application for a tuition waiver, and I am hopeful for a favorable response.

Thank you for your time and attention. I look forward to your reply.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]