

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

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

Dear [Recipient's Name],

I am writing to support my application for a tuition waiver for the upcoming academic year at [Institution's Name]. As a dedicated student pursuing [Your Major/Program], I have faced several challenges that have impacted my financial situation.

Due to [briefly explain your circumstances, such as financial hardship, family issues, or unexpected expenses], I am unable to meet the financial obligations required to continue my education. Receiving a tuition waiver would greatly alleviate my stress and allow me to focus on my studies, [mention any specific goals or contributions you aim to achieve].

I have maintained a [GPA or other relevant academic achievement] and [mention any extracurricular involvement or community service]. I believe that with the support of a tuition waiver, I can achieve my academic and professional goals while contributing positively to the [Institution's Name] community.

Thank you for considering my application. I am hopeful for the opportunity to continue my education at [Institution's Name] with your support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]