

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

[Recipient's Name]  
[Title/Position]  
[Department Name]  
[Institution Name]  
[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal for Tuition Waiver

I hope this letter finds you well. I am writing to formally appeal for a tuition waiver for the [specific term/year] at [Institution Name].

[Introduce yourself briefly, including your student ID and program of study. State the specific tuition waiver you are requesting and the reasons for your appeal.]

[Explain your financial situation and any relevant circumstances that contribute to your need for the waiver. Be honest and concise.]

[Discuss any academic achievements, extracurricular activities, or contributions to the institution that demonstrate your commitment to your education and the community.]

[Conclude by expressing gratitude for considering your appeal and reiterate your hope for a favorable response.]

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID]