

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[University/College Name]
[Department/Office]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Tuition Waiver Eligibility Request

I hope this letter finds you well. I am writing to formally request consideration for a tuition waiver for the upcoming academic year, based on my eligibility.

I am currently enrolled in the [specific program/department] at [University/College Name] and have maintained a [GPA/academic standing] of [specific GPA details] throughout my studies. My academic achievements and financial circumstances qualify me for the tuition waiver as per the university's guidelines.

[Optional: Briefly explain your financial situation, reasons for requesting the waiver, or any additional information that supports your request.]

Attached to this letter are the relevant documents that provide evidence of my eligibility, including [list any documents: financial aid statements, transcripts, etc.].

I appreciate your time and consideration of my request, and I look forward to any opportunity to discuss this matter further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]