

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

Dear [Recipient's Name],

I am writing to formally request a tuition waiver for the [specific term/year] due to [briefly state your reason, e.g., financial hardship, academic merit, personal circumstances].

[In the following paragraph, provide more details about your situation. Explain why you believe a tuition waiver is justified, including specific examples or supporting information. Mention any relevant achievements, current financial status, or changes in circumstances that support your request.]

I am committed to my education and am eager to continue my studies in [your program/field of study]. Receiving this waiver would significantly alleviate my financial burden and allow me to focus entirely on my academic and professional goals.

Thank you for considering my request. I am hopeful for a favorable response and am willing to provide any additional information needed.

Sincerely,

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