

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

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

Dear [Recipient Name],

I am writing to formally request a tuition waiver for [specific program or course] at [Institution's Name] for the [academic year/semester]. I am currently facing financial challenges that make it difficult for me to afford the tuition fees.

[Explain your financial situation briefly, including any relevant details such as employment status, family obligations, etc. You may also include any past academic achievements or contributions to the institution if applicable.]

I am committed to my education and believe that with this support, I can continue to excel in my studies and contribute positively to the [institution/community]. Rest assured, receiving this waiver would significantly ease my financial burden and allow me to focus on my academic goals.

Thank you for considering my request. I look forward to the opportunity to discuss my situation further.

Sincerely,

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