

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] pursuing a degree in [Your Major] at [University/College Name]. I am writing to formally request a tuition waiver for the [specific semester or academic year, e.g., Fall 2024 semester].

Due to [brief explanation of financial hardship, e.g., unexpected circumstances, family issues, etc.], I am facing significant financial challenges that make it difficult for me to afford the tuition fees. [You may include any relevant details or supporting information that adds context to your situation.]

I have always been committed to my education and maintaining a strong academic record, as reflected in my [GPA or achievements]. I am also actively involved in [mention any extracurricular activities, volunteer work, or relevant experiences] which enrich my learning experience and contribute to the university community.

I kindly request your consideration for a tuition waiver to support my educational journey and relieve some of the financial burden I am currently experiencing. I am more than willing to provide any necessary documentation or further details regarding my situation.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Student ID Number, if applicable]