

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

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

Dear [Recipient's Name],

I am writing to formally request a tuition fee waiver for the upcoming academic year at [Institution's Name]. I am currently enrolled in the [Your Program/Year, e.g., Bachelor of Arts in History, 2nd Year] and have maintained a [your GPA or relevant academic achievement, if applicable]. Due to [briefly explain your financial hardship or reason for requesting the waiver, e.g., loss of family income, medical expenses, etc.], I am facing challenges that prevent me from affording the tuition fees necessary to continue my education.

I am committed to my studies and have taken on [mention any relevant part-time work, scholarships, or extracurricular activities] to contribute towards my educational costs. I firmly believe that with the support of a tuition fee waiver, I can excel academically and continue to contribute positively to the community at [Institution's Name].

I have attached all necessary documentation to support my request, including [list any attached documents, e.g., financial statements, letters of recommendation, etc.]. I sincerely hope you will consider my application favorably and allow me the opportunity to continue my education.

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

Sincerely,

[Your Name]

[Student ID Number, if applicable]