

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[University Name]  
[Office of Financial Aid/Registrar's Office]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "Financial Aid Officer"],

Subject: Request for Tuition Fee Exemption

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [University Name]. I am writing to formally request an exemption from my tuition fees for the upcoming [semester/academic year].

Due to [briefly explain your situation: financial hardship, medical issues, family circumstances, etc.], it has become increasingly difficult for me to manage my educational expenses. Despite my best efforts to seek financial assistance and explore alternative funding options, I find myself in a challenging situation that could jeopardize my academic progress.

I have attached relevant documentation to support my request, including [mention any attached documents, such as financial statements, medical records, or other pertinent information].

I am fully committed to my studies and would be incredibly grateful for your understanding and assistance in granting me this exemption. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Student ID]