

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

[Date]  
[Recipient's Name]  
[Title]

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

Dear [Recipient's Name],

Subject: Request for Tuition Fee Exemption

I hope this letter finds you well. I am writing to formally request an exemption from tuition fees for the [specific semester/academic year] due to [briefly state your reasons, e.g., financial hardship, medical reasons, etc.].

As a [your year, e.g., junior] student pursuing a [your degree, e.g., Bachelor of Arts in Psychology], I have been committed to my studies and have consistently maintained a [mention GPA or academic achievements if applicable]. However, due to [provide more detailed explanation of circumstances], I am currently facing financial challenges that hinder my ability to pay the tuition fees.

I have explored various financial aid options, including scholarships and part-time employment, but I have not been able to secure sufficient funds to cover my tuition expenses. I believe that an exemption from the tuition fee would allow me to continue my education and focus on my studies without the stress of financial burdens.

I have attached relevant documentation to support my request, including [mention any attached documents, e.g., income statements, medical records, etc.]. I would greatly appreciate your consideration of my situation and any assistance you can provide in this matter.

Thank you for taking the time to review my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]