

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an exemption from tuition fees for the [specific term or academic year] due to [briefly explain your reason, e.g., financial hardship, personal circumstances, etc.].

[In this paragraph, provide specific details about your situation, including relevant financial information or any supporting documents you have attached.]

I am committed to my education and truly appreciate the opportunities provided by [Institution's Name]. Receiving a tuition fee exemption would significantly ease my financial burden and allow me to focus on my studies.

Thank you for considering my request. I am happy to provide any further information needed and look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]