

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a reduction in my tuition fees for the [specific semester or academic year]. I am currently enrolled in [Your Program/Field of Study], and my student ID number is [Your Student ID].

Due to [briefly state your reason, e.g., financial hardship, changes in personal circumstances, etc.], I am finding it increasingly challenging to meet the current tuition requirements. I have explored various options for financial assistance and have applied for scholarships; however, I am still in need of additional support.

[Optional: Provide a short paragraph with specific details or additional context about your situation and efforts to manage tuition costs.]

I am committed to my studies and hope to continue my education without interruption. I kindly ask for your consideration regarding this matter, as a reduction in my tuition fees would significantly alleviate my financial burden.

Thank you for your time and attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Student ID]  
[Your Program/Field of Study]