

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

[Recipient's Name]  
[Recipient's Title]  
[School/University Name]  
[School/University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a tuition fee waiver for [specify the academic year/semester] due to [briefly explain your circumstances, e.g., financial hardship, personal situation, etc.].

I am currently enrolled in [your program of study] and have greatly valued the education and experience I have gained thus far. However, due to [provide a more detailed explanation of your situation], I am facing challenges that are impacting my ability to pay for tuition.

I have attached [mention any supporting documents, such as financial statements, personal statement, etc.] to provide further context regarding my circumstances. I genuinely appreciate your consideration of my request, as it would make a significant difference in my ability to continue my studies.

Thank you for your time and understanding. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]