

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[School/University Name]
[Office of Financial Aid/Student Services]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request tuition fee relief for the [specific semester/year] due to [briefly explain your circumstances, e.g., financial hardship, unexpected expenses, etc.].

As a [your year, e.g., sophomore] studying [your major/program], I have always strived to maintain my academic performance while managing my financial responsibilities. However, [provide a brief explanation of your financial situation, such as loss of employment, medical expenses, etc.]. I have attached relevant documentation to support my request, including [list documents, e.g., pay stubs, medical bills, etc.]. I would greatly appreciate any assistance the school could provide in alleviating my tuition burden during this difficult time.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Student ID Number] (if applicable)