

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Office of Financial Aid/Registrar/Admissions]
[University/College Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appeal for Tuition Fee Exemption

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student majoring in [Your Major] at [University/College Name], student ID [Your Student ID]. I am writing to formally appeal for a tuition fee exemption for the [specific term/semester] due to [briefly explain your circumstances, e.g., financial hardship, change in personal situation, etc.].

[Explain your situation in detail, providing any relevant personal information, financial details, changes in circumstances, or supporting documents as needed. Be clear and concise while maintaining a respectful tone.]

I have made diligent efforts to [mention any steps taken, e.g., applying for scholarships, part-time work, etc.]. However, despite these efforts, I am unable to cover the tuition fees without assistance.

I kindly request your consideration of my appeal for a tuition fee exemption for the upcoming term. I believe that with your support, I will be able to continue my education and achieve my academic goals.

Thank you very much for your time and consideration. I am hopeful for a positive response and am willing to provide any additional information if needed.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID]