

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

[Financial Aid Office]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear Financial Aid Officer,

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., freshman, sophomore] student at [Institution Name], majoring in [Your Major]. I am writing to formally request a tuition exemption due to [briefly explain your financial situation or hardship, e.g., unexpected medical expenses, job loss, etc.].

Despite my best efforts to manage my finances, [provide additional details about your circumstances and how they have impacted your ability to pay tuition]. I am committed to my education and am eager to continue my studies at [Institution Name], but I am in need of assistance to make this possible.

I have attached [mention any documents you are including, such as tax returns, financial statements, or personal statements that support your request]. I appreciate your consideration of my situation and any support you can provide.

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

Sincerely,

[Your Name]
[Your Student ID Number]