

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

[Recipient's Name]  
[Title/Position]  
[School/Institution's Name]  
[School/Institution's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an exception regarding the tuition fees for [specific course or program] for the [academic year/semester].

Due to [briefly explain your circumstances, e.g., financial hardship, unexpected medical expenses, loss of employment], I am currently facing challenges in meeting the tuition requirements. I believe that continuing my education at [School/Institution's Name] is crucial for my future, and I am committed to maintaining my academic performance.

I kindly ask for your consideration of my situation and any possible adjustments to my tuition fees. I am willing to provide any necessary documentation to support my request.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]