

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

[Recipient's Name]  
[Institution's Name]  
[Institution's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Tuition Fee Exemption Request

I hope this letter finds you well. I am writing to formally request an exemption from tuition fees for the [academic year/semester] due to [reason for the request, e.g., financial hardship, academic merit, etc.]. I am currently enrolled in the [program/department] at [Institution's Name] and have maintained [academic performance or relevant achievements].

[Provide any necessary supporting details regarding your situation or documentation, if applicable.]

I would greatly appreciate your consideration of my request and look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Student ID (if applicable)]