

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

[Recipient Name]
[Recipient Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an exemption from tuition fees for the upcoming academic year due to [brief explanation of your circumstances, e.g., financial hardship, medical issues, etc.].

As a [your year, e.g., second-year] student in [your program/degree], I have maintained a strong academic record and am committed to continuing my education despite my current challenges. [Provide further details about your situation, such as your financial status, any relevant documents you are including, and how this exemption will help you.].

I believe that an exemption from tuition fees would significantly alleviate my financial burden and allow me to focus on my studies. I am prepared to provide any additional documentation or information needed to support my request.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]