

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

[Recipient's Name]
[Title]

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a tuition fee waiver for the [specific program or semester] due to [briefly explain your financial circumstances or reasons for the request].

I am currently a [Your Year, e.g., sophomore] student majoring in [Your Major] at [Institution Name]. [Include a sentence or two about your academic achievements or involvement in the community].

Due to [specific circumstances--e.g., loss of income, medical expenses, etc.], I find it increasingly difficult to meet my tuition obligations. I have explored various financial aid options and wish to explore the possibility of obtaining a waiver to assist with my education.

I kindly ask you to consider my situation and hope for a favorable response. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID Number] (if applicable)