

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Institution's Name]
[Office of Financial Aid/Admissions]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Admissions Committee"],
I am writing to formally apply for a tuition waiver for the [specific program or semester] at [Institution's Name]. I am currently enrolled in [your program of study] and have demonstrated [mention any relevant achievements, such as GPA, extracurricular activities, or community service].

Due to [briefly explain your financial situation or hardship], I am finding it challenging to manage the cost of tuition. A waiver would significantly alleviate my financial burden and allow me to focus on my studies and contribute positively to the [mention community, campus, etc.].

I have attached [mention any supporting documents, such as financial statements, recommendation letters, etc.], which provide further insight into my situation. I am committed to my education and fully believe that with this assistance, I can achieve my academic goals.

Thank you for considering my application. I look forward to the possibility of continuing my education at [Institution's Name] with your support.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]