

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

Dear [Recipient Name],

I am writing to formally request a tuition exemption for my upcoming academic year at [Institution Name]. I am currently enrolled in the [Program or Course Name] program and have maintained a [GPA/academic standing] throughout my studies.

Due to [briefly explain your circumstances, e.g., financial hardship, medical situation, family issues], I find myself in a challenging situation that makes it difficult to afford the tuition fees. I have explored various options, including [mention any scholarships, grants, or financial aid you have applied for or received], but unfortunately, these resources are insufficient to cover my tuition expenses.

I am committed to my education and truly believe that with this exemption, I can continue to achieve my academic goals and contribute positively to the [Institution Name] community. Attached to this letter, you will find supporting documents that outline my financial situation, academic records, and any relevant information that can assist in the evaluation of my request.

I kindly ask you to consider my application for tuition exemption and would greatly appreciate the opportunity to discuss my situation further. Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]