

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

[Recipient's Name]
[Institution Name]
[Department/Office]
[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 exemption for the upcoming academic year due to [briefly explain your reason, e.g., financial hardship, academic merit, etc.].

I have been a committed student at [Institution Name], maintaining a [your GPA or relevant achievements]. Given my current situation, [provide a brief explanation of your circumstances], I kindly ask for your consideration of my request.

Thank you for your attention to this matter, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]