

[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 hope this letter finds you well. I am writing to formally request an exemption from tuition fees for the upcoming academic year at [Institution Name].

[State your reason for the request, detailing your circumstances and any relevant supporting information.]

I believe that this exemption will greatly assist me in continuing my education and achieving my academic goals. I have attached all necessary documents to support my application for your review.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Attachment: Supporting Documents]