

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

[Recipient's Name]
[Recipient's Title]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a tuition exemption for the [specific semester/academic year] due to [briefly explain your reason, e.g., financial hardship, medical condition, etc.].

I am currently enrolled in [your program/major] at [institution's name] and have greatly valued the education and opportunities provided to me. However, [elaborate a little on your situation and why the exemption is necessary].

I have attached documentation that supports my request, including [list any relevant documents such as financial statements, medical records, etc.]. I kindly ask for your understanding and consideration of my circumstances.

Thank you for considering my request. I look forward to your positive response and appreciate your time and assistance.

Sincerely,

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