

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

[Recipient's Name]
[Title]

[Institution Name]
[Institution Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an exemption from tuition fees for the [specific term/semester/year] due to [briefly explain your reason, e.g., financial hardship, personal circumstances, academic merit].

[Provide additional details supporting your request, including any relevant documentation or evidence that may strengthen your case.]

I would greatly appreciate your consideration of my application for tuition exemption. I am committed to my studies and believe that this assistance will enable me to continue my academic pursuits without financial burden.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]