

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Institution's Name]
[Institution's 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 [specific course/program] for the [academic year/semester] at [Institution's Name].

I believe that I am eligible for this exemption due to [briefly explain your circumstances - e.g., financial hardship, academic merit, etc.].

[Provide any supporting details, including relevant documents or information that might strengthen your request.]

I appreciate your consideration of my request and am hopeful for a positive response. Please let me know if you require any further information or documentation to assist in the review of my application. Thank you for your time and attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]