

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

[Recipient Name]  
[Institution Name]  
[Office of Financial Aid/Admissions]  
[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/semester] due to [briefly explain your reasons, e.g., financial hardship, exceptional circumstances].

I am currently enrolled in [your program/major] at [institution's name], and I am committed to completing my studies. However, [explain your situation more thoroughly, such as unexpected financial burdens, family issues, medical emergencies, etc.].

I have attached relevant documentation to support my request, including [list any documents, e.g., tax returns, medical bills, letters of support].

I greatly appreciate your consideration of my request and hope to discuss this matter further. Thank you for your time and understanding.

Sincerely,

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