

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

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

Dear [Recipient's Name],

Subject: Request for Tuition Exemption

I hope this letter finds you well. I am writing to formally request a tuition exemption for the [specific semester/academic year] at [Institution Name].

[Explain your situation briefly, including reasons for your request, such as financial hardship, personal circumstances, or academic merit.]

I am committed to my studies and believe that the exemption will significantly contribute to my educational journey. Attached are any necessary documents to support my request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]