

[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 am writing to formally express my intent to request a tuition exemption for the upcoming academic year at [Institution's Name]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] and have maintained a [Your GPA] GPA throughout my studies.

The reason for my request is [briefly explain your situation, e.g., financial hardship, personal circumstances, etc.]. I have attached relevant documents to support my request and provide context for my circumstances.

I am committed to my education and to making the most of my time at [Institution's Name]. I believe that with the support of a tuition exemption, I will be able to continue my academic journey without the burden of financial stress.

Thank you for considering my request. I look forward to the possibility of discussing this matter further. Please feel free to contact me at your convenience.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]