

[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 message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Institution Name]. I am writing to formally request a tuition exemption for the upcoming [specify semester or academic year].

Due to [briefly explain your circumstances, e.g., financial hardship, medical issues, family situation], I am facing significant challenges in covering my tuition expenses. I have explored various avenues for financial aid; however, I am still in need of support to continue my education without interruption.

I have attached [mention any supporting documents, if applicable, e.g., financial statements, medical records] to provide further insight into my situation. I sincerely hope that you will consider my request for a tuition exemption, as it would greatly alleviate my financial burdens and allow me to focus on my studies.

Thank you for taking the time to consider my application. I appreciate your support and understanding. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID Number] (if applicable)