

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

[Recipient's Name]
[Title]
[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 the upcoming academic year [insert academic year] due to [briefly explain your reason, e.g., financial hardship, exceptional circumstances, etc.].

[Expand on your reason, providing any necessary details, supporting evidence, and how it affects your ability to pay tuition.]

I have greatly enjoyed my experience at [Institution's Name] and am committed to my educational goals. Receiving a tuition exemption would greatly alleviate my financial burden and allow me to focus on my studies.

Thank you for considering my request. I am hopeful for a positive response, and I am willing to provide any additional documentation or information necessary to assist in this process.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]