

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

[Date]

[Recipient's Name]

[Title]

[Institution's Name]

[Department (if applicable)]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Tuition Waiver

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student at [Institution's Name], majoring in [Your Major]. I am writing to formally request a tuition waiver for the upcoming [semester/academic year].

[Provide a brief explanation of your circumstances, such as financial difficulties, special circumstances, or relevant achievements.]

I am committed to my education and have maintained a [GPA/academic standing] of [Your GPA] throughout my studies. I believe that a tuition waiver would greatly assist me in continuing my education without financial stress.

Attached to this letter are [mention any documents you are including, such as financial statements, recommendation letters, etc.].

Thank you for considering my request. I appreciate your time and support, and I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]