

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [specific program or course name] for the [academic year/semester].

Due to [briefly explain your circumstances - e.g., financial hardship, medical circumstances, etc.], I am facing difficulties in covering my tuition fees. Despite my efforts to secure funding and manage my expenses, I find myself in a challenging situation that may impact my ability to continue my education.

I am committed to my studies and have maintained [mention any relevant achievements or GPA], and I believe that receiving a tuition exemption would greatly alleviate my financial burden, allowing me to focus on my academic and personal growth.

Thank you for considering my request. I am happy to provide any additional documentation or information needed to support my application. I look forward to your positive response.

Sincerely,

[Your Name]
[Student ID (if applicable)]