

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

[Recipient's Name]
[Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Tuition Exemption

I hope this letter finds you well. I am writing to formally request a tuition exemption for the [academic year/semester] at [Institution/Organization Name].

I am currently enrolled in [Program Name] and my student ID is [Your Student ID]. Due to [specific reason for your request, e.g., financial hardship, medical circumstances, etc.], I am unable to afford the tuition fees for this upcoming term.

[Provide a brief explanation of your situation, including any relevant background information or supporting details. Consider mentioning any efforts you have made to secure funding or scholarships.]

I kindly ask for your consideration of my request. I believe that with this exemption, I will be able to continue my education and contribute positively to [mention any community or institutional goals].

Thank you for considering my application for a tuition exemption. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Student ID]