

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

[Recipient Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Tuition Assistance Exemption

I hope this letter finds you well. I am writing to formally request a tuition assistance exemption for the [specific program/semester/year] due to [brief reason for the exemption request, e.g., financial hardship, medical reasons, etc.].

I have been a student at [Institution Name] since [start date] and have maintained a [GPA/academic standing, if applicable]. Unfortunately, due to [explain your situation briefly], I am unable to cover the tuition fees for the upcoming term.

I have attached relevant documentation to support my request, including [list any supporting documents, e.g., financial statements, letters, or medical records].

I kindly ask for your consideration of my situation and hope for a positive response regarding my request for an exemption from tuition assistance. Thank you for your time and understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student ID (if applicable)]