

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

[Recipient's Name]
[Title]

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for a tuition exemption for the [specific semester or academic year] based on [briefly state the reason, e.g., financial hardship, change in personal circumstances, etc.].

I am currently enrolled in [your program/major] at [institution name] and have been facing [describe the challenges you have encountered]. Despite my efforts to manage my financial responsibilities, I find myself in a position where I am unable to afford my tuition fees without assistance. [Provide further details about your situation, including any relevant documentation or evidence, such as income statements, medical bills, etc. Be specific about your financial situation.]

I genuinely believe that being granted an exemption would allow me to continue my studies and complete my degree. Education is important to me, and I am committed to my academic journey and future contributions to [field/community].

Thank you for considering my request. I am hopeful for a positive response and would appreciate the opportunity to discuss this matter further.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)