

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

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

Dear [Recipient's Name],

I am writing to formally request a tuition exemption for the [specific program or semester] at [Institution's Name]. I am currently enrolled in [your program/major] and my student ID is [your student ID].

Due to [briefly explain your financial situation, personal circumstances, or any relevant reasons], I find it increasingly challenging to afford the tuition fees. I believe that with an exemption, I will be able to continue my studies without financial burden and focus on achieving my academic goals.

Enclosed with this letter are [list any supporting documents, such as financial statements, letters of support, etc.]. I sincerely hope you will consider my request.

Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

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