

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

[Recipient's Name]
[Recipient's Title]
[Institution's Name]
[Institution's 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 an exemption from tuition fees for [specific course/semester/year] at [Institution's Name]. I have been a student in the [specific program/department] since [start date], and I am currently in [current year/semester].

Due to [explain your circumstances, e.g., financial difficulties, medical reasons, family obligations], I am unable to meet the financial requirements for tuition payment. [Provide specific details about your situation, such as loss of employment, medical bills, etc.]. I have attached relevant documentation to support my request, including [list documents, e.g., pay stubs, medical records, tax returns].

I am committed to my education at [Institution's Name] and have maintained a [mention GPA or any achievements] while being involved in [mention extra-curricular activities or volunteer work] despite my challenges. I believe that receiving this exemption will enable me to focus entirely on my studies without the burden of financial stress. I kindly ask for your understanding and support in granting me this exemption. Thank you for considering my request. I look forward to your favorable response.

Sincerely,

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