

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

[Date]

[Recipient's Name]

[Title]

[Office of Financial Aid/Appropriate Department]

[University/College Name]

[University Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Appeal for Tuition Waiver

I hope this letter finds you well. I am writing to formally appeal for a tuition waiver for the [specific semester/year] at [University/College Name].

[Briefly explain your current financial situation, including any relevant details that support your case.]

[Describe any extenuating circumstances that have affected your ability to pay for tuition, such as family issues, medical problems, or unforeseen expenses.]

[Include any supporting evidence or documentation, if applicable, to strengthen your appeal.]

I am committed to my education and wish to continue my studies in [your program/major], and a tuition waiver would significantly help ease my financial burden. I assure you that I am dedicated to maintaining my academic performance and taking full advantage of the opportunities at [University/College Name].

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Student ID Number (if applicable)]

[Enclosure: List any documents you are attaching, if needed]