

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[University/College Name]
[Department]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a tuition waiver for the [specific semester or academic year] due to [brief explanation of your situation, e.g., financial hardship, personal circumstances, etc.].

I am currently enrolled in the [specific program or course of study], and I have encountered [specific challenges faced, e.g., unexpected medical expenses, loss of income, etc.]. Despite my efforts to secure additional funding, I find myself in a position where I am unable to afford the full cost of tuition.

I have attached relevant documentation to support my request, including [list any documents, such as financial statements, letters of recommendation, etc.]. I am committed to my studies and believe that with this assistance, I will be able to successfully complete my degree.

Thank you for considering my request. I appreciate your time and support, and I look forward to your favorable response.

Sincerely,

[Your Name]
[Student ID (if applicable)]