

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

[Recipient's Name]
[Institution's Name]
[Department/Office]
[Institution's Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Request for UJ Waiver for Tuition

I hope this letter finds you well. I am writing to formally request a waiver for my tuition fees for the [specific term/semester/year] at [Institution's Name].

I am currently enrolled in the [Your Program/Department] and my student ID is [Your Student ID]. Due to [briefly explain your circumstances, e.g., financial hardship, personal challenges], I find myself in a situation that makes it difficult for me to cover the tuition costs.

I have attached relevant documentation to support my request, including [mention any supporting documents, e.g., income statements, financial aid letters].

I deeply appreciate your consideration of my request and would be grateful for any assistance you can provide. I am committed to my education and hope to continue my studies without interruption.

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

Sincerely,

[Your Name]
[Your Student ID]