

Tuition Fee Waiver Request for Academic Excellence

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a tuition fee waiver based on my academic excellence during my studies at [Institution Name]. I believe that my achievements and dedication to my education warrant consideration for this financial assistance.

Throughout my time at [Institution Name], I have consistently maintained high academic performance, as evidenced by my GPA of [Your GPA] and my inclusion on the [Dean's List/Honor Roll/etc.]. In addition to my academic achievements, I have also been actively involved in [mention any clubs, organizations, or volunteer work], further demonstrating my commitment to both my education and the community.

I am fully committed to continuing my academic journey at [Institution Name], and I am eager to contribute positively to the campus community. However, due to [briefly explain financial hardship or circumstance], I am facing difficulties in covering my tuition fees for the upcoming semester.

I kindly ask you to consider my request for a tuition fee waiver, which would greatly alleviate my financial burden and allow me to focus on my studies. I am more than willing to provide any additional information or documentation necessary to support my request.

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

Sincerely,

[Your Name]