

Tuition Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a tuition fee waiver due to financial hardship. I am currently enrolled in [Program/Course Name] at [Institution's Name] and have been facing significant financial challenges that hinder my ability to pay tuition fees.

Due to [briefly describe your situation, e.g., unexpected medical expenses, job loss, family issues], my financial situation has worsened. As a result, I am struggling to cover my tuition costs and other essential expenses.

I am fully committed to my academic pursuits and am determined to continue my education at [Institution's Name]. I kindly request your consideration for a tuition fee waiver to help alleviate some of my financial burdens.

Thank you for taking the time to review my request. I appreciate your support and understanding during this challenging time.

Sincerely,

[Your Name]