

Tuition Fee Waiver Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[University/College Name]

[Department/Office Name]

[University 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 due to an emergency situation that has significantly affected my financial situation.

Unfortunately, on [date of the emergency], I experienced [brief description of the emergency situation - e.g., unexpected medical expenses, job loss, natural disaster, etc.]. This has made it challenging for me to meet my financial obligations, including my tuition fees for the upcoming semester.

I am currently enrolled in [Your Program/Field of Study] and have maintained a [Your GPA/Academic Standing] throughout my time at [University/College Name]. Education is of utmost importance to me, and I am committed to continuing my studies.

I kindly request your understanding and support in granting me a tuition fee waiver for this semester. I have attached relevant documents that outline my current financial status and the circumstances surrounding my emergency.

Thank you for considering my request. I am hopeful for a positive response and am available to discuss this matter further at your convenience.

Sincerely,

[Your Name]