

Tuition Fee Waiver Request

Date: [Insert Date]

[Your Full Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[University Name]

[Office of Financial Aid/International Student Office]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name/Office Title],

I hope this message finds you well. My name is [Your Full Name], and I am an international student currently enrolled in the [Your Program/Department] at [University Name]. I am writing to formally request a tuition fee waiver for the upcoming [Specify Term/Year, e.g., Fall 2024 semester].

Due to [briefly explain your financial situation, e.g., unforeseen circumstances, loss of funding, personal hardship], I am facing difficulties in covering my tuition fees. I have been committed to my studies and have maintained a [Your GPA or grades] which reflects my dedication.

I kindly ask you to consider my request for a tuition fee waiver. I am determined to continue my education at [University Name] and contribute positively to our university community.

Thank you for considering my request. I am looking forward to your favorable response. Please let me know if you require any further information or documentation.

Sincerely,

[Your Full Name]

[Student ID Number]