

Request for Tuition Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient Name]

[Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a tuition fee waiver for the [upcoming academic year/semester] due to my low-income status. Despite my best efforts to manage my finances, I am currently facing significant financial challenges that hinder my ability to afford the tuition fees.

As a dedicated student pursuing my [specific program/degree] at [Institution Name], I have maintained a [mention GPA or achievements] while participating in various extracurricular activities. However, my financial situation has become increasingly difficult because [briefly explain your situation, e.g., family circumstances, loss of income].

I have attached the necessary documentation to support my request, including proof of income and any relevant financial statements. I genuinely believe that with this support, I can continue my education without the burden of financial stress.

Thank you very much for considering my request. I appreciate your time and support, and I look forward to your response.

Sincerely,

[Your Name]