

Tuition Fee Waiver Request for Single Parent

Date: [Insert Date]

To,

The Financial Aid Office,
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear Financial Aid Officer,

I hope this letter finds you well. My name is [Your Name], and I am a single parent currently enrolled in [Program/Field of Study] at [Institution's Name]. I am writing to formally request a waiver for my tuition fees due to my financial situation.

As a single parent, I am facing significant financial constraints while trying to balance my responsibilities at home and my commitment to my education. [Briefly explain your current situation, such as job loss, reduced income, or any other relevant circumstances that impact your ability to pay tuition.]

I am deeply committed to completing my studies and providing a better future for my child/children. However, the financial burden of tuition fees has become increasingly challenging. I kindly request your consideration for a tuition fee waiver for the upcoming [Semester/Academic Year].

I have attached relevant documents such as my financial statements and any supporting information that may assist in reviewing my request. I appreciate your understanding and support during this difficult time.

Thank you for considering my request. I look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information.

Sincerely,

[Your Name]
[Your Student ID]
[Your Address]
[City, State, Zip Code]