

Tuition Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's 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 as I am currently unemployed and facing financial hardship.

As a dedicated student who is eager to continue my education at [Institution's Name], I understand the importance of education in achieving my career goals. However, due to [briefly explain reason for unemployment, e.g., recent job loss, medical issues], I am unable to afford the tuition fees at this time.

I have attached supporting documents, including [mention any documents such as unemployment letters, bank statements, etc.], to validate my current financial situation.

I kindly ask you to consider my request for a tuition fee waiver, allowing me the opportunity to pursue my studies without the added financial burden. I believe that with the right support, I can successfully contribute to [Institution's Name] and my future community.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]