

# Request for Graduate Tuition Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for my graduate tuition for the [specific semester/year]. I am currently enrolled in the [specific program] and have been dedicated to maintaining a strong academic record while also participating in [mention any relevant activities or assistantships].

Due to [explain your financial situation, circumstances, or reasons for the request], I am facing financial difficulties that make it challenging for me to afford the tuition costs. I believe that being granted a tuition waiver would allow me to focus more on my studies and contribute positively to the university community.

I appreciate your consideration of my request and would be happy to provide any further documentation or information needed to support my application. Thank you for your time and support.

Sincerely,

[Your Name]

[Your Student ID]