

# Request for Tuition Fee Waiver

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a waiver for my tuition fees for the upcoming academic year. Due to [briefly explain your financial situation or circumstances], I am facing challenges in meeting the tuition costs.

As a dedicated student in [Your Program/Department], I have consistently strived to maintain my academic performance and contribute positively to the campus community. I believe that with your support, I can continue to pursue my education without the burden of financial stress.

I kindly ask you to consider my request and would appreciate any assistance or guidance you could provide on this matter. Thank you for considering my situation, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]