

Tuition Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Recipient's Name]

[Recipient's Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a tuition fee waiver for the [specific program/semester] at [Institution Name]. I am currently facing financial difficulties due to [briefly explain your situation, e.g., loss of job, family issues, etc.], which make it challenging for me to cover the tuition costs.

I am dedicated to my education and have maintained [mention any academic achievements or GPA if applicable]. I believe that with your support, I can continue my studies without financial burden.

Attached are the necessary documents to support my request. I hope for your understanding and consideration of my situation.

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

Sincerely,

[Your Name]