

Application for Non-Resident Tuition Reduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a reduction in my non-resident tuition fees for the upcoming academic year. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [Institution Name]. I have been a dedicated student, maintaining a GPA of [Your GPA], and I am committed to my academic success.

I believe that my circumstances warrant consideration for a tuition reduction. [Briefly explain your reasons, such as financial hardship, extenuating circumstances, or other relevant factors]. I have attached the necessary documentation to support my request.

Thank you for considering my application. I am hopeful for a favorable response. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]