

Request for Non-Resident Tuition Exemption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a tuition exemption for non-resident fees for the upcoming academic year. I am currently enrolled in [Your Program or Major] at [Institution Name] and am committed to completing my degree.

Due to [briefly explain your situation, e.g., financial hardship, residence in state], I kindly request that you consider my application for an exemption. I believe my circumstances qualify under the exemption criteria outlined in your policy.

I have attached the required documentation supporting my request, including [list documents, e.g., proof of residency, financial statements].

Thank you for considering my request. I am hopeful for a favorable response. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]