

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Organization/Company Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a waiver for the fees associated with [specific service or item, e.g., application fee, membership fee, etc.].

[Briefly explain your situation and reasons for the request. Mention any circumstances that may justify your request, such as financial difficulties, special circumstances, or past contributions.]

I understand that these fees are necessary for [mention any relevant context], but I would greatly appreciate your consideration of my request due to [reaffirm your reasons].

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

Sincerely,  
[Your Name]