

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

Federal Communications Commission  
[Address of the FCC Office]  
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],  
Subject: Request for Variance

I hope this letter finds you well. I am writing to formally request a variance concerning [specific regulation or requirement] under [specific section of the FCC rules].

[Provide a brief introduction to your situation, including relevant background information about your organization or project.]

The reason for this request is [explain the reasons for the variance request, detailing any unique circumstances or challenges you are facing]. We believe that granting this variance will [explain the intended benefits or improvements and how they align with public interest or FCC goals].

To support this request, I have attached [list any supporting documents or evidence you are including, such as technical reports, letters of support, data findings, etc.].

We appreciate your consideration of this request and are hopeful for a favorable response. Please do not hesitate to contact me at [your phone number] or [your email address] for any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Enclosures: list of attached documents]