

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

Dear [Principal's Name or School Activities Coordinator's Name],  
I hope this letter finds you well. I am writing to formally request a fee waiver for [specific school activity or event] scheduled on [date of the event].

Due to [brief explanation of your financial situation], I am unable to afford the associated fees at this time. I believe that participating in this activity is crucial for [your child's name] both academically and socially, and I would greatly appreciate your consideration of this request.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Relationship to the Student]  
[Student's Name]  
[Student's Grade/Class]