

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a fee waiver for [specific fee] on behalf of my family due to our current low-income status.

[Briefly explain your family's financial situation and any relevant circumstances that contribute to your low income. Mention any supporting documents you are including.]

Given our financial constraints, it would be immensely helpful to receive a waiver for this fee. This support will significantly alleviate some of the burdens we are currently facing.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]