

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[Organization/Institution Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a waiver of the administrative fee for [specific service or purpose] due to [briefly explain your financial situation or other relevant circumstances].

Due to [mention any relevant details such as job loss, low income, medical expenses, etc.], I am currently facing financial hardships that make it challenging for me to afford the required fee.

I believe that being granted this waiver would allow me to [explain how it will help you achieve your goal, e.g., continue education, access services, etc.].

I have attached [mention any supporting documents, if applicable, such as proof of income or relevant financial statements] for your review.

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

Sincerely,

[Your Name]