

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office/Office of Financial Aid]
[University/College Name]
[University Address]
[City, State, Zip Code]

Dear [Admissions Officer's Name or Financial Aid Officer's Name],
I hope this message finds you well. My name is [Your Name], and I am applying for admission to [University/College Name] for the [Fall/Spring] [Year] semester.

I am writing to kindly request a waiver for the application fee due to [briefly explain your reason, e.g., financial hardship, unexpected circumstances, etc.].

I believe that [University/College Name] would be an incredible opportunity for me to [describe briefly your academic goals or interests]. However, the application fee poses a significant barrier for me at this time.

I have attached [any supporting documents, if applicable] to substantiate my request. I would greatly appreciate any assistance you could provide so that I may pursue my educational aspirations without the hindrance of this fee.

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

Sincerely,

[Your Name]
[Your Student ID (if applicable)]