

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

[Recipient's Name]
[Recipient's Title]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a fee exemption for [specific program/course/activity] based on my eligibility. Due to [briefly explain your circumstances, e.g., financial hardship, recent life changes, etc.], I am unable to afford the associated fees.

I have attached the necessary documentation to support my request, including [list any documents, like tax returns, pay stubs, etc.]. I believe that with this exemption, I can fully participate in [program/course/activity] and benefit significantly.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]