

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a fee waiver for [specific program/fee name] due to my recent job loss. Unfortunately, [brief explanation of job loss - e.g., "I was laid off from my position at [Company Name] on [Date], and since then, I have been actively seeking new employment but have encountered significant challenges."]

Given my current financial situation, I am unable to afford the [specific fee amount] without additional support. I am committed to [explain how the fee is important for your goals/education], and receiving a fee waiver would greatly alleviate my financial burden during this challenging time.

Please find attached any relevant documentation that supports my request, including [list any attached documents, such as job loss letter or financial statements].

I appreciate your consideration of my request, and I look forward to your response. Thank you for your understanding.

Sincerely,

[Your Name]