

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Scholarship Committee's Name],
I hope this letter finds you well. I am writing to formally request a fee waiver for the [specific scholarship name] that I am applying for at [institution's name].

Due to [briefly explain your financial situation, e.g., family circumstances, loss of income, etc.], I am currently facing significant financial hardship. I believe that receiving this scholarship will greatly assist me in pursuing my educational goals and alleviate some of the financial burdens I am experiencing.

I have attached [mention any supporting documents, if applicable, e.g., tax returns, financial aid letters, etc.] to provide a clearer picture of my financial situation.

I sincerely appreciate your consideration of my request and would be grateful for any assistance you could provide.

Thank you for your time and support.

Sincerely,
[Your Name]