

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

[Recipient's Name]
[Institution's Name]
[Office of Financial Aid/Office of Admissions]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a fee waiver for [specific fee, e.g., application fee, registration fee] due to special circumstances that are impacting my financial situation.

[Explain your special circumstances briefly, such as loss of income, medical expenses, family issues, etc. Be concise and provide relevant details.]

Given these circumstances, I am unable to afford the [specific fee] at this time. I have enclosed [any relevant documents, if applicable, such as proof of income, bills, etc.] to support my request.

I deeply appreciate your understanding and consideration of my situation. I am committed to pursuing my education at [Institution's Name] and would greatly appreciate any assistance you can provide.

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

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program of Study (if applicable)]