

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

Dear [Recipient Name],

I am writing to request a waiver for the processing fee associated with [specific purpose, e.g., application for admission, certification, etc.]. Due to [briefly explain your financial situation or other reasons], I am unable to pay the required fee at this time.

I believe that [mention any relevant qualifications or circumstances that support your request], and a fee waiver would allow me the opportunity to [explain how this opportunity is important to you].

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,
[Your Name]