

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[College Name]
[Office of Admissions/Financial Aid]
[College Address]
[City, State, Zip Code]

Dear [Admissions/Financial Aid Officer's Name],
I hope this letter finds you well. I am writing to formally request a fee waiver for my college application to [College Name]. Due to [briefly explain your financial situation, e.g., loss of job, family hardship, etc.], I am unable to afford the application fee.

I believe that [College Name] would provide me with an excellent opportunity to pursue my academic and career goals, and I am eager to apply. However, my current financial circumstances make it challenging to pay the application fee.

I have attached relevant documentation, including [list any documents you are including, such as tax returns, income statements, etc.]. I would greatly appreciate your consideration of my request for a fee waiver. Thank you for your time and understanding. I look forward to the possibility of joining the [College Name] community.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]