

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

[Date]
[Recipient's Name]
[Title]
[School/University Name]
[School/University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a waiver for my student fees for the [specific program/semester/year] due to [briefly explain your financial situation or circumstances].

As a [year of study] student majoring in [your major], I am committed to my education and eager to continue my academic journey. However, [explain any relevant financial difficulties, such as unemployment, medical expenses, or family circumstances]. This has made it challenging for me to cover the necessary fees.

I have attached [mention any supporting documents, such as tax returns, medical bills, or other relevant information] to provide further insight into my situation.

I would greatly appreciate your understanding and consideration of my request. Thank you for your time and support.

Sincerely,

[Your Name]

[Student ID (if applicable)]