

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

[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Organization/Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a fee waiver for [specific fee or service] based on my current financial circumstances.

Due to [brief explanation of your financial situation, e.g., loss of income, medical expenses, unemployment, etc.], I am unable to pay the required fee. My monthly income is [your monthly income] and my monthly expenses total [your monthly expenses], leaving me with very little disposable income.

I have attached the necessary documentation to support my request, including [list any supporting documents, such as tax returns, pay stubs, or other relevant information].

I would greatly appreciate your consideration of my request for a fee waiver. If you require any further information, please do not hesitate to contact me at [your phone number] or via email at [your email address].

Thank you for your understanding and support.

Sincerely,
[Your Name]