

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a fee waiver due to my current financial hardship.

[Briefly explain your situation, including relevant details about your financial circumstances and why you are unable to pay the fee.]

Given my situation, I kindly ask for your consideration in waiving the [specific fee] associated with [specific service or program].

I have attached any relevant documentation to support my request, including [list any documents you are including, such as proof of income, medical bills, etc.].

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]  
[Your Student ID or Reference Number, if applicable]