

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

To,

The Principal/Headmaster,
[School/College Name]
[School/College Address]
[City, State, Zip Code]

Subject: Application for Fees Waiver

Dear [Principal's/Headmaster's Name],

I hope this letter finds you in good health and spirits. I am [Your Name], a student of [Class/Grade/Year] at [School/College Name]. I am writing to formally request a waiver of my fees for the [specific term/academic year].

Due to [briefly explain the reason, e.g., financial difficulties, unforeseen circumstances], my family is unable to pay the school fees at this time. I assure you that I am committed to my studies and maintaining my performance.

I kindly request your understanding and support in waiving the fees for this [term/year]. I have attached any relevant documents to support my request.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Roll Number/Student ID]
[Your Class/Grade/Year]