

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

[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Organization/Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Job Search Waiver Request

I hope this letter finds you well. I am writing to formally request a waiver for my job search requirements as mandated by [specific program or requirement, if applicable], due to [briefly explain your reason for the waiver request, e.g., unforeseen circumstances, health issues, caring for a dependent, etc.].

I understand the importance of actively seeking employment and assure you that this request is made only under compelling circumstances. [You may provide additional details or context that supports your request, if necessary.]

I kindly ask that you consider my situation and grant me a waiver from the job search requirement until [proposed timeframe or condition for resuming job search]. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]