

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],  
Subject: Request for GVSW

I hope this message finds you well. I am writing to formally request a GVSW (General Vendor Service Waiver) for [briefly explain the purpose or reason for the request].

[Provide any necessary details supporting your request, including any relevant deadlines and the impact of your request].

I believe that granting this request will [discuss the benefits or positive outcomes]. I am more than willing to provide any additional information or documentation that may be required.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position, if applicable]