

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[College/University Name]
[Department/Office Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Grade/Status, e.g., high school senior] at [Your School Name]. I am writing to formally request [specific request, e.g., a college application fee waiver, information about a program, etc.]. [Explain your situation briefly and why you are making the request. Include any relevant details that support your request.]

I appreciate your time and consideration of my request. I look forward to your positive response.

Thank you.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]