

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

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

Dear [Recipient's Name],

Subject: Application for Fee Waiver

I hope this letter finds you well. I am writing to formally request a fee waiver for [specific application/registration/other fees] associated with [specific program/course/event] for the [academic year/term] due to [briefly explain your reason, e.g., financial hardship, personal circumstances].

I have attached [mention any relevant documents, e.g., income verification, personal statement, etc.] to support my request.

I appreciate your consideration of my application and look forward to your positive response. Please feel free to contact me if you need any additional information.

Thank you for your time and understanding.

Sincerely,
[Your Name]