

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

Office of International Students

[University Name]  
[University Address]  
[City, State, Zip Code]

Subject: Appeal for UJ Waiver

Dear [Recipient's Name or Office of International Students],

I hope this message finds you well. I am writing to formally appeal the decision regarding my UJ waiver application, which was recently denied. My name is [Your Full Name], and I am an international student currently enrolled in [Your Program/Field of Study] at [University Name], student ID [Your Student ID].

The circumstances leading to my application for the UJ waiver are as follows:

[Briefly explain the reason for your waiver application, including any extenuating circumstances or personal hardships you faced, and how they impacted your ability to meet the requirements.]

I believe that my situation warrants reconsideration for the following reasons:

[Highlight any relevant supporting evidence or documentation, such as academic records, letters from instructors, or personal statements that reinforce your appeal.]

I am committed to my education and success at [University Name], and I truly believe that being granted the UJ waiver will allow me to continue focusing on my studies without the added financial burden.

Thank you for considering my appeal. I appreciate your time and understanding, and I look forward to your response.

Sincerely,

[Your Name]  
[Your Student ID]  
[Your Program/Field of Study]