

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: UJ Waiver Documentation for [Grant Name/Project Title]

We are writing to formally request a waiver for the UJ documentation requirements pertaining to [specific requirement or document] for the [Grant Name] project.

Project Overview:

- Project Title: [Insert Project Title]
- Grant Number: [Insert Grant Number]
- Funding Agency: [Insert Funding Agency]
- Duration: [Insert Project Duration]

Justification for Waiver:

[Provide a brief explanation of the reasons for the waiver request, detailing any circumstances or constraints that necessitate the request.]

Supporting Information:

[Include any necessary supporting information or documentation that reinforces your request, such as prior communications with funding agency or relevant documents.]

We appreciate your consideration of this waiver request and are hopeful for a favorable response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Enclosures: If applicable, list any attached documents]