

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

Dear [Recipient's Name],

Subject: Inquiry Regarding UJ Waiver Policy Clarification

I hope this message finds you well. I am writing to seek clarification regarding the UJ waiver policy as it pertains to [specific situation or context, e.g., tuition, fees, etc.].

I am currently [briefly state your status, e.g., a student, a prospective student], and I would like to understand the specific criteria and procedures involved in obtaining a waiver.

Could you provide detailed information on the following points:

1. Eligibility requirements for the UJ waiver
2. Documentation needed to support a waiver request
3. Deadlines for submitting waiver applications
4. Any appeals process available if a waiver request is denied

I appreciate your assistance in this matter and look forward to your prompt response. Thank you for your support.

Sincerely,

[Your Name]

[Student ID (if applicable)]