

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admission Office]  
[College/University Name]  
[College Address]  
[City, State, Zip Code]

Dear Admissions Committee,

Subject: UJ Waiver Request for [Your Full Name]

I hope this letter finds you well. I am writing to formally request a waiver for the [specific requirement, e.g., application fee, SAT/ACT requirement, etc.] for my application to [College/University Name] for [intended program/major] for the [applicable semester/year].

[Briefly explain your financial situation or your reasons for requesting the waiver, such as family hardship, unique circumstances, etc. Provide any relevant details that support your request.]

I believe that [College/University Name] is the right fit for my academic and career aspirations, and this waiver would greatly assist me in completing my application. I am committed to contributing positively to the campus community and embracing the challenges that lie ahead.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]