

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

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

Dear [Principal's Name or Appropriate School Official],

Subject: Request for UJ Waiver

I hope this letter finds you well. I am writing to formally request a waiver for the UJ requirement for [specific course or program name] for the upcoming [school year/semester].

[Briefly explain the reason for your waiver request, such as extenuating circumstances, personal challenges, or academic reasons.]

I believe that receiving this waiver will allow me to [explain how it will benefit you, such as focusing on other academic pursuits or addressing personal challenges].

Attached to this letter are [mention any supporting documents you are including, if applicable, such as medical records, recommendation letters, etc.].

Thank you for considering my request. I am eager to continue my education at [School Name] and hope for a favorable response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Grade]