

**\*\*UJ Waiver Letter Template\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Admissions Office

University of Johannesburg

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

Subject: Request for Waiver of [Specific Fee or Requirement]

I hope this letter finds you well. My name is [Your Name], and I am the parent/guardian of [Student's Name], who has applied for admission to [Program Name] at the University of Johannesburg for the [Academic Year]. I am writing to formally request a waiver for the [specific fee or requirement] due to [briefly explain the reason, e.g., financial hardship, unexpected circumstances, etc.].

[Provide additional details about your situation, including any relevant documentation or context that supports your request].

We believe that the University of Johannesburg is the ideal institution for [Student's Name] to pursue their academic goals and contribute to the campus community.

We sincerely appreciate your consideration of our request and thank you for your understanding. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Thank you for your time and attention to this matter.

Sincerely,

[Your Name]

[Relationship to Student]

[Signature (if sending a hard copy)]