

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee's Name]
[Scholarship Program Name]
[Institution/Organization Name]
[Institution Address]
[City, State, Zip Code]

Dear [Scholarship Committee's Name or "Committee Members"],
I am writing to request a waiver for [specific requirement(s)], regarding the [Scholarship Name] scholarship application. Due to [brief explanation of your circumstance, e.g., financial hardship, academic challenges], I am unable to fulfill this requirement.

I have demonstrated my commitment to [your field of study or community involvement] through [mention relevant achievements or experiences], and I believe that this scholarship will greatly assist me in achieving my academic and career goals.

Thank you for considering my request. I appreciate your time and understanding. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Degree Program]