

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

[Recipient's Name]
[Recipient's Position]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver of the workshop fees for the upcoming [Workshop Name] scheduled for [Date] at [Location]. As a dedicated participant in [briefly describe your involvement or interest related to the workshop], I am eager to enhance my skills and contribute to the community.

Unfortunately, due to [briefly explain your financial situation or other reasons], I am unable to afford the registration fee. I believe that attending this workshop will significantly benefit me and allow me to give back to the community in a more impactful way.

I would greatly appreciate your consideration of my request. Thank you for your time and support.

Sincerely,
[Your Name]