

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a waiver for [specific requirement or fee] associated with [program/course/application] at [Institution/Organization Name]. I believe that my circumstances warrant consideration for this request due to [briefly explain your situation or reasons for the waiver].

[Additional paragraph explaining your background, qualifications, or any relevant information that supports your request.]

I appreciate your time and consideration of my request. Please let me know if you require any further information or documentation to assist in your decision.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,  
[Your Name]