

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

[University Name]
[Office of Financial Aid/Admissions]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Financial Aid Office"],
Subject: Request for UJ Waiver

I hope this message finds you well. I am writing to formally request a waiver of the [specific fee or requirement] associated with my application/enrollment at [University Name] for the [specific academic year/term].

I am currently a [year, e.g., sophomore, senior] majoring in [Your Major] and am committed to my academic success. However, due to [briefly explain your financial situation or circumstances, e.g., personal or family hardship], I am facing challenges that make it difficult for me to fulfill this requirement.

I have included the necessary documentation to support my request, including [list any attachments, such as financial statements, letters of support, etc.].

I appreciate your consideration of my request and any assistance you may provide. Please feel free to contact me at [your phone number] or [your email] if you need any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]