

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[University Name]
[Office of Admissions/Enrollment Services]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for UJ Waiver for Enrollment

I hope this letter finds you well. I am writing to formally request a waiver for [specific requirement, e.g., application fee, enrollment deposit, etc.] for my upcoming enrollment at [University Name] for the [specific term, e.g., Fall 2023] semester.

[Provide a brief explanation of your situation that warrants the waiver request, including any relevant context such as financial hardship, personal circumstances, or other reasons.]

I believe that receiving this waiver will significantly assist me in my educational journey at [University Name]. I am committed to [mention any relevant academic goals or contributions to the university community].

Thank you for considering my request. I am hopeful for a positive response and would greatly appreciate any assistance you can provide. If you require any additional documentation or information, please do not hesitate to reach out to me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Student ID (if applicable)]