

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Committee Name]  
[University Name]  
[Scholarship Office Address]  
[City, State, Zip Code]

Dear [Scholarship Committee Name/Specific Person's Name],

Subject: Waiver Request for [Name of Scholarship]

I hope this letter finds you well. I am writing to formally request a waiver for the [Name of Scholarship] due to [briefly explain your reason, e.g., financial hardship, academic circumstances, etc.].

[Insert a paragraph detailing your situation, mentioning any relevant achievements, financial circumstances, or challenges that support your request for a waiver. Be concise but thorough.]

I understand the importance of maintaining eligibility for the scholarship and am committed to upholding the standards set forth by [University/Scholarship Name]. I am hopeful that my request will be considered favorably.

Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

[Your Name]

[Student ID (if applicable)]