

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

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

Subject: Waiver Request for [Specify Waiver Type, e.g., Application Fee, Tuition, etc.]

Dear [Recipient's Name or Admissions Office],

I hope this letter finds you well. I am writing to formally request a waiver for the [specific fee or requirement] associated with my application to [University Name] for the [specific program or term].

[Briefly explain your circumstances that necessitate the waiver. For example, financial hardship, exceptional circumstances, etc.]

I believe that my situation qualifies me for the requested waiver. I have attached relevant documentation to support my request, including [list any documents you are including, such as income statements, letters from social services, etc.].

Thank you for considering my request. I appreciate your understanding and support, and I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]