

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

[Recipient's Name]
[Title]
[University/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Waiver Request for [Specific Purpose]

I am writing to formally request a waiver for [specific requirement or fee] due to [briefly explain your reason]. I believe that my situation warrants consideration, and I am hopeful that you will take my circumstances into account.

[Provide a detailed explanation of your situation, including relevant details and any supporting information that reinforces your request.]

I greatly appreciate your attention to this matter, and I am looking forward to your favorable response. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Student ID or relevant identification] (if applicable)

[Your Program or Department] (if applicable)