

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

[Admissions Office/Graduate School Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Admissions Committee/Specific Recipient's Name],
Subject: Request for Academic Waiver

I hope this letter finds you well. I am writing to formally request a waiver for [specific requirement, e.g., "the GRE requirement"] for my application to [specific program name] at [University Name].

I am currently [briefly explain your current situation, e.g., "a senior at XYZ University majoring in ABC"] and have maintained a [your GPA, e.g., "3.8 GPA"]. My academic journey has been shaped by [provide brief personal context, e.g., "unique challenges"] that I believe are relevant to my request.

[Explain the reason for the waiver request, including any relevant experience or qualifications, e.g., "Due to my extensive research experience in this field, I believe my profile demonstrates my abilities without the standardized test scores."]

I have attached relevant documentation [mention any supporting documents, e.g., "transcripts, letters of recommendation, etc."] to support my application and waiver request. I appreciate your consideration of my situation and am hopeful for a favorable response.

Thank you for your time and understanding. I look forward to your reply.
Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Enclosures: Supporting Documents]