

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/University Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for UJ Waiver

I hope this letter finds you well. I am writing to formally request a waiver for [specific fee, requirement, or condition] related to my [specific program, course, or event] at [University Name].

Due to [brief explanation of the reason for the waiver request, e.g., financial hardship, personal circumstances], I am unable to meet this requirement. [Provide any supporting details or documentation that may strengthen your case, if applicable.]

I appreciate the consideration of my request and am open to any alternative suggestions or requirements you may propose to assist with my situation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID or Reference Number, if applicable]