

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

[Recipient's Name]
[Title]

[Department/Office]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for UJ Waiver for Exceptional Case

I hope this message finds you well. I am writing to formally request a waiver of [specific requirement, policy, or fee] due to exceptional circumstances surrounding my situation.

[Explain your circumstances briefly, including why they are exceptional and how they impact your ability to meet the requirement.]

I believe that granting this waiver would allow me to [explain the potential positive outcomes of granting the waiver, such as continuing education, personal development, etc.].

Attached are [list any documents you are including to support your request, such as medical records, financial statements, etc.]. I hope they provide insight into my situation.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]