

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Financial Aid Office]
[University of [University Name]]
[Office Address]
[City, State, ZIP Code]

Dear Financial Aid Officer,

Subject: Request for UJ Waiver for Financial Aid

I hope this message finds you well. I am writing to formally request a waiver for the University of [University Name]'s financial aid requirements.

I am currently a [Your Year, e.g., sophomore] studying [Your Major] and have encountered unforeseen circumstances that have impacted my financial situation. [Briefly explain your circumstances, e.g., loss of job, medical expenses, etc.].

Due to these factors, I am unable to meet the financial commitments associated with my education. I am committed to my studies and am seeking your assistance to continue my academic journey without interruption. Attached to this letter are [mention any supporting documents, e.g., financial statements, letters of support] that provide further details about my situation. I greatly appreciate your consideration of my request and any assistance you can provide.

Thank you for your time and understanding. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Student ID (if applicable)]