

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: Request for UJ Waiver

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a waiver regarding the [specific legal requirement or obligation] due to [briefly explain the circumstances that warrant the waiver].

[Provide detailed explanation of your situation, including any relevant legal context, supporting facts, and reasons that justify the waiver request.]

I understand the importance of [mention any legal obligations or company policies related to your request], and I assure you that this request is made solely based on [mention any relevant considerations like financial hardship, personal circumstances, etc.].

I appreciate your understanding and consideration of my request. I am happy to provide any additional information or documentation needed in support of my case.

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

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Title or Relation to the Case (if applicable)]