

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

[Recipient's Name]  
[Recipient's Title]  
[University Name]  
[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for UJ Waiver

I hope this message finds you well. I am writing to formally request a waiver for [specific requirement or fee] associated with [program or course name] at [University Name].

[Explain your situation briefly and clearly, detailing the reasons for your request. Mention any relevant circumstances that would support your waiver request.]

I have attached the necessary documentation to support my request. [List any documents you are including, e.g., financial statements, personal statements, etc.]

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]