

[Your Name]
[Your Position]
[Your Institution/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[University/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Student's Name] for a waiver of [specific requirement, e.g., tuition fees, program fees] in relation to their studies at [University/Institution Name]. As [his/her/their] [Professor/Mentor/Advisor] in the [specific program or course], I have had the opportunity to observe [his/her/their] dedication and hard work firsthand.

[Student's Name] has demonstrated exceptional [qualities/skills, e.g., academic prowess, leadership abilities, community involvement], which I believe justifies [his/her/their] request for this waiver. [Provide specific examples to support your endorsement, such as projects, contributions, or personal challenges the student is overcoming.] Furthermore, [his/her/their] commitment to [specific field/discipline] is evident through [mention any relevant achievements, internships, or experiences]. I truly believe that granting this waiver would enable [Student's Name] to focus on [his/her/their] studies and contribute positively to our academic community without financial hardship.

Thank you for considering this recommendation. I am confident that [Student's Name] will continue to excel and make significant contributions if granted this waiver. If you have any further questions or require additional information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Position]