

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

Dear [Recipient's Name],

Subject: Request for UJ Waiver

I hope this letter finds you well. I am writing to formally request a waiver for [specific requirement or fee] concerning [briefly explain the context or situation].

[Provide a detailed explanation of your circumstances that warrant the waiver. Include any relevant information or supporting documentation that may strengthen your request.]

I appreciate your consideration of my situation and hope for a favorable response. Please let me know if you need any further information or documentation to assist in your decision.

Thank you for your time and understanding.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Student ID (if applicable)]