

****UJ Waiver Support Letter Outline****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

****Subject: Request for Waiver Support for [Specific Program or Admission]****

1. **Introduction**

- Briefly introduce yourself and your purpose for writing.
- State the request for a waiver and specify what type of waiver you are seeking.

2. **Explanation of Circumstances**

- Provide details regarding your situation leading to the waiver request.
- Mention any relevant hardships, exceptional circumstances, or unique qualifications.

3. **Supporting Information**

- Highlight your academic achievements, experiences, and skills that relate to the program.
- Include any supportive materials such as transcripts, recommendation letters, or personal statements.

4. **Conclusion**

- Reiterate your request for the waiver and express your commitment to the program.
- Thank the recipient for their consideration and express willingness to provide further information if needed.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]