

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

[Recipient Name]
[Recipient Title]
[Court Name]

[Court Address]
[City, State, ZIP Code]

Subject: Request for Court Fee Waiver

Dear [Recipient Name],

I hope this letter finds you well. I am writing to respectfully request a waiver of court fees for my case, [insert case name or number], scheduled for [insert date].

I am currently facing financial difficulties, and I am unable to afford the necessary court fees. [Briefly explain your financial situation-- e.g., loss of employment, medical expenses, etc.].

Attached are the relevant documents supporting my request, including [list any documents you are including, such as income statements, expense reports, or affidavits].

I appreciate your understanding and consideration of my request. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]