

Beneficiary Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name or "Admissions Office"],

I hope this letter finds you well. I am writing to formally request a fee waiver for the [name of program/course] due to [briefly explain your financial situation or hardship].

As a beneficiary of [mention any applicable program or grant], I am committed to pursuing my education and believe that this opportunity will significantly aid in achieving my academic goals. However, the associated fees present a considerable financial burden at this time.

I have attached the necessary documentation to support my request, including [list any documents you are including, such as income statements, award letters, etc.]. I am hopeful that you will consider my situation and grant a fee waiver.

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

Sincerely,

[Your Name]