

Application for Service Charge Waiver

Date: [Insert Date]

To,
The Housing Administrator,
[Institution Name]
[Institution Address]

Subject: Application for Waiver of Service Charges

Dear Sir/Madam,

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year] student currently residing in [Your Residence Hall/Unit] at [Institution Name]. My student ID is [Your Student ID].

Due to [briefly explain your reason, e.g., financial difficulties, loss of a job, medical issues], I am unable to meet the service charge payment for my student housing. I kindly request a waiver for the service charges for the [specify period, e.g., upcoming semester, specific month].

I understand the importance of these charges for maintaining the housing facilities and assure you that this request is made purely out of necessity. Attached to this letter are [mention any supporting documents, e.g., financial statements, letters of support].

I appreciate your consideration of my situation and hope for a positive response. Please let me know if you require any additional information.

Thank you for your attention to this matter.

Yours sincerely,
[Your Name]
[Your Contact Information]
[Your Email Address]