

# License Fee Waiver Appeal for Arts and Culture Projects

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a waiver for the license fee associated with our upcoming arts and culture project, [Project Name], scheduled for [Date]. As an organization dedicated to promoting [briefly describe mission], we believe this project will greatly benefit our community by [explain the benefits].

Due to [reason for fee waiver request, e.g., budget constraints, non-profit status], we are currently unable to cover the costs of the associated license fees. We are committed to ensuring the success of this project and have taken all necessary steps to seek funding, but unfortunately, we have not yet secured sufficient financial resources.

We appreciate your support of arts and culture initiatives and kindly ask you to consider our request for a waiver of the license fees. This would enable us to proceed with our project and ensure it serves our community effectively.

Thank you for considering our appeal. I look forward to your positive response and am happy to provide any further information required.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Organization Name]