

License Fee Waiver Application

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Organization/Agency Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Application for License Fee Waiver

Dear [Recipient's Name],

We, [Your Organization's Name], are a non-profit organization dedicated to [briefly describe your mission and activities]. We are writing to formally request a waiver for the license fee required for [specific license or permit] scheduled for [insert date/period of license].

As a non-profit organization, we operate on limited funding primarily derived from donations and grants, which are directed towards supporting our programs aimed at [describe purpose of your programs]. Granting us a waiver for this fee will significantly impact our ability to [explain how this waiver will benefit your organization and the community].

We have attached the necessary documentation, including our IRS 501(c)(3) determination letter, our budget overview, and any additional material you may require to assess our application.

We appreciate your consideration of our request and look forward to your positive response. Should you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Organization's Name]
[Your Organization's Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]