

Request for License Fee Waiver

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Authority Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing on behalf of [Your Organization/Community Initiative Name] to respectfully request a waiver of the license fees associated with [describe the specific initiative or event]. Our initiative aims to [briefly describe the purpose, goals, and significance of the initiative to the community].

The total estimated cost of the initiative is [insert amount], and the license fees amount to [insert amount]. As a community-led initiative, we are operating on a limited budget and any relief from this fee would significantly enhance our ability to serve the community effectively.

We strongly believe that [mention specific benefits of the initiative, e.g., community engagement, support for local businesses, educational outreach, public health improvement, etc.]. We are committed to ensuring that our project is inclusive and accessible to all members of the community.

We kindly request your support in waiving the license fee to allow us to implement this important initiative without financial burden. We are happy to provide any additional information needed to support our case.

Thank you for considering our request. We appreciate your support of community initiatives and look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Phone Number]

[Your Email Address]