

# Request for License Fee Waiver

**Date:** [Insert Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver of the license fee for [specific license or service] for our educational institution, [Your Institution Name]. As an institution dedicated to [briefly mention your mission or goals], we strive to provide the best education and resources for our students.

Given the current financial constraints and the challenges we face in acquiring necessary licenses, we believe that a waiver of this fee would greatly benefit our institution and enhance our ability to serve our students effectively.

We are committed to [mention any relevant programs or initiatives], and we would greatly appreciate your support in this matter. Please find attached documentation outlining our financial situation and the potential impact of the waiver on our educational programs.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Institution Name]  
[Phone Number]  
[Email Address]