

# Request for License Fee Waiver

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Agency/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the license fees associated with our emergency relief services due to [briefly explain the circumstances, e.g., the ongoing crisis, financial constraints, etc.].

As you may be aware, our organization, [Your Organization's Name], has been actively involved in providing essential emergency relief services, including [list key services], to the community during this challenging time. The financial burden of the license fees poses a significant challenge to our ability to continue serving those in need.

We believe that waiving the license fees will allow us to allocate more resources towards our emergency response efforts and ensure that we can maintain the level of service that our community relies upon.

We kindly ask for your consideration of our request. We are willing to provide any additional information or documentation to support our case.

Thank you for your attention to this urgent matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]