

Letter of License Fee Waiver Submission

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I am writing on behalf of [Your Organization's Name], an environmental organization dedicated to [briefly describe your organization's mission and activities]. We are committed to promoting sustainable practices and contributing to the well-being of our planet.

As part of our ongoing efforts, we are seeking a waiver for the license fees associated with [specific licensing fees, if applicable] for the year [insert year]. Given our non-profit status and the impact of our work on community and environmental sustainability, we respectfully request your consideration of this waiver.

Your support in this matter will greatly enhance our capacity to [explain how the waiver will benefit your organization's work, e.g., conduct educational outreach, participate in community projects, etc.]. In turn, we will be able to make further contributions toward [specific community/environmental benefits].

Thank you for considering our request. We are happy to provide any further information or documentation that might assist in your decision-making process. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

Email: [Your Email]

Phone: [Your Phone Number]