

Technology Fee Waiver Inquiry

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Institution's Name]

[Insert Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of a waiver for the technology fee due to unexpected circumstances that have recently impacted my financial situation.

Due to [briefly explain the unexpected circumstance, e.g., job loss, medical emergency, etc.], I am currently facing challenges in meeting my financial obligations for the semester. This situation has made it increasingly difficult for me to cover the technology fee required for my courses.

I would greatly appreciate any assistance or guidance on how to apply for a waiver or any available options that may help relieve this burden during this challenging time.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]