

Request for Technology Fee Waiver

Date: [Insert Date]

To: [Insert Name of the Financial Aid Officer/Committee]

From: [Your Name]

Subject: Justification for Technology Fee Waiver

Dear [Insert Name or Committee],

I hope this message finds you well. I am writing to formally request a waiver for the technology fee associated with my enrollment as a part-time student at [Insert Institution Name]. I am currently facing financial constraints that hinder my ability to pay for this fee.

As a part-time student, my current financial situation is particularly challenging due to [briefly explain your situation, such as employment status or additional financial responsibilities]. Given these circumstances, it has become quite difficult to manage the additional costs required for my studies, including the technology fee.

I believe that my successful completion of this program is essential for my personal and professional development, and a waiver of the technology fee would greatly assist me in continuing my education without undue financial burden.

Thank you for considering my request for a technology fee waiver. I am hopeful for a favorable response, and I would appreciate any assistance that you could provide. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further documentation or information regarding my situation.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)

[Your Program/Field of Study]