

# Request for Technology Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a waiver for the technology fee associated with my enrollment at [Institution Name]. Due to unforeseen financial hardships, I am currently facing challenges in meeting my educational expenses.

[Briefly explain your situation and the reasons for your financial hardship. For example, mention job loss, medical expenses, or any other relevant details].

Despite my efforts to manage my finances, the technology fee represents a significant burden. Therefore, I kindly ask for your consideration in waiving this fee for the current academic term.

Thank you for considering my request. I appreciate your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]