

Request for Technology Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Financial Aid Office/Relevant Authority]

[University Name]

[University 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 technology fee that is assessed to international students at [University Name]. As an international student enrolled in the [Your Program Name], I am currently facing financial challenges that make it difficult for me to afford this additional expense.

Due to [briefly explain your financial situation, e.g., loss of part-time employment, unexpected expenses, etc.], I am finding it increasingly challenging to manage my educational costs. I believe that receiving a waiver for the technology fee will significantly alleviate my financial burden and allow me to focus on my studies.

Thank you for considering my request. I would greatly appreciate any assistance you can provide. If necessary, I am happy to provide further documentation regarding my financial situation.

Sincerely,

[Your Name]

[Student ID Number]