

Technology Fee Waiver Request

Recipient Name: [Your Name]

Recipient ID: [Your Student ID]

Date: [Current Date]

To: [Appropriate Office or Individual's Name]

[University/College Name]

[University Address]

Dear [Office or Individual's Name],

I hope this message finds you well. I am writing to formally request a waiver for the technology fee associated with my enrollment at [University/College Name]. As a recipient of the [Specific Scholarship Name] scholarship, I am fully committed to my studies while managing financial constraints.

The technology fee presents a challenge for me, and I believe that waiving this fee would greatly assist me in focusing on my academic pursuits without the added burden of financial stress.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]