

# Technology Fee Waiver Request Due to Temporary Unemployment

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

Office of Financial Aid  
[School/University Name]  
[Office Address]  
[City, State, Zip Code]

Dear Financial Aid Officer,

I hope this message finds you well. I am writing to formally request a waiver for the technology fee applied to my account due to my current status of temporary unemployment. My circumstances have changed significantly, and I am unable to sustain these additional financial burdens.

Despite my efforts to secure new employment, I have faced challenges that have hindered my job search. As a dedicated student at [School/University Name], I am committed to continuing my education, but the technology fee poses a considerable obstacle at this time.

Attached to this letter, you will find relevant documentation supporting my claims, including evidence of my unemployment status and any other requested details.

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

Sincerely,  
[Your Name]  
[Student ID Number]