

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a fee exemption for [specific fees or charges] required by [institution/organization name]. Due to [briefly explain your circumstance, e.g., financial hardship, special status], I am unable to fulfill these financial obligations.

I have attached relevant documentation to support my request, including [list any attached documents, if applicable]. I kindly ask for your consideration and assistance in this matter.

Thank you for your attention to my request. I look forward to your positive response.

Sincerely,

[Your Name]