

# Inquiry About Fee Waiver Eligibility

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the eligibility criteria for fee waivers offered by [Agency's Name]. I am interested in understanding the application process and any specific requirements that must be met to qualify for this assistance.

Could you please provide detailed information regarding:

- The criteria that determine eligibility for a fee waiver
- The documentation required to apply
- The timeline for decision-making once an application has been submitted

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]