

Request for Waiver of Transportation Fee

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a waiver for the transportation fee for my child, [Child's Name], who is a [Grade/Class] student at [School's Name]. Due to [briefly explain financial circumstances or reasons for the request], we are currently facing challenges that make it difficult to manage this expense.

As a dedicated parent, I understand the importance of education and the services the school provides. [Child's Name] has shown remarkable progress and enthusiasm in their studies, and being able to commute to school without the burden of transportation fees would greatly alleviate our financial strain.

I kindly ask for your understanding and consideration regarding this matter. I am happy to provide any further documentation or information necessary to support this appeal.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]