

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

I am writing to formally request a waiver for the visa application fee due to humanitarian reasons. My name is [Your Name], and I am a resident of [Your Country]. I am seeking to [briefly explain the purpose of your travel, e.g., visit a family member, participate in a humanitarian project].

Due to [explain your circumstances, e.g., financial hardship, recent natural disaster, etc.], I am unable to bear the cost of the visa application fee. I have attached supporting documents, including [list any attached documents, e.g., proof of financial hardship, medical records, etc.], to substantiate my request.

I earnestly appeal to your office for consideration of my application for a fee waiver. Your support would significantly ease my situation and allow me to [mention the impact of your travel].

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]