

Embassy Visa Fee Waiver Request

Date: [Insert Date]

To Whom It May Concern,

We, [Organization Name], a non-profit organization dedicated to [brief description of the organization's mission], hereby request a waiver for the visa fee for our representatives attending [event/conference name] from [start date] to [end date] in [destination].

Our organization, established in [year], has been actively involved in [specific activities, projects, or initiatives], aiming to [impact of the organization's work]. The participation of our representatives, [Names of Representatives], is crucial to furthering our mission and engaging with international partners.

We kindly request your support in waiving the visa fee to facilitate our representatives' travel for the above-mentioned purpose. Attached, please find the necessary documentation, including our organization's registration, a description of the event, and details of our representatives.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]