

Request for Fee Waiver Due to Special Circumstances

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Title]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a fee waiver for [specific fee/tuition/application] due to unique and compelling circumstances that have affected my financial situation.

[Briefly explain your special circumstances that justify the request--examples include unemployment, medical expenses, or other financial hardships. Be specific and honest.]

Given my current situation, I would greatly appreciate any consideration you could provide regarding the fee waiver. I am committed to [outline your goals or aspirations related to the fee for which you seek a waiver].

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

Sincerely,

[Your Name]