

# Request for Graduate Educational Cost Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for a waiver of the educational costs associated with my graduate program in [Your Program Name] at [Institution's Name]. Due to [briefly explain your financial hardships or extenuating circumstances], I am unable to cover the expenses and am requesting your consideration for a waiver.

Throughout my academic journey, I have demonstrated dedication and a strong work ethic, as evidenced by [mention any academic achievements, contributions, or relevant experiences]. I genuinely believe that with this financial assistance, I can continue to excel in my studies and contribute positively to the university community.

I kindly ask for your understanding and support in this matter. If necessary, I am more than willing to provide further documentation of my financial situation or discuss my request in detail at your convenience.

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

Sincerely,

[Your Name]