

# Fee Waiver Request for Graduate Program

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]

[Admissions Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Admissions Officer's Name],

I am writing to formally request a fee waiver for the application to the [Specific Graduate Program] at [University Name]. I am very interested in pursuing my graduate studies at your esteemed institution, given its outstanding faculty and research opportunities.

Due to [briefly explain your reason for requesting a fee waiver, e.g., financial hardship, unemployment, etc.], I am unable to afford the application fee. I believe that my background and experiences align well with the goals of your program, and I am eager to contribute positively to the academic community at [University Name].

I have attached the necessary documentation to support my request, including [list any attached documents, such as financial statements or letters]. I would greatly appreciate your consideration of my situation, as it would allow me the opportunity to apply and potentially join your program.

Thank you for considering my request. I look forward to the possibility of attending [University Name] and contributing to its vibrant academic community.

Sincerely,  
[Your Name]