

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[University Name]

[Office of Graduate Studies/Admissions]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name or "Admissions Office"],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the possibility of obtaining a fee exemption for the graduate study application process. I am interested in applying to the [specific program name] and would like to understand if there are any available opportunities for financial assistance regarding application fees.

As [briefly explain your circumstance, e.g., a current student, a recent graduate, financial difficulties, etc.], I seek clarification about the eligibility criteria and the process to apply for a fee exemption.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]