

Request for Graduate School Fee Waiver

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

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

Dear [Admissions Committee/Office],

I hope this message finds you well. I am writing to formally request a fee waiver for my application to [Graduate Program Name] at [University Name]. Given my current financial situation, I am unable to afford the application fee and would be grateful for any consideration you could extend.

I am particularly interested in [describe your field of study or program] and am committed to advancing my education at [University Name] due to [explain briefly why you are interested in the school/program].

Attached are documents that reflect my financial circumstances, including [mention any supporting documents like tax returns, pay stubs, etc.]. I appreciate your understanding and consideration of my request.

Thank you for considering my application, and I look forward to your positive response.

Sincerely,

[Your Name]