

Letter for Annual Fee Waiver Petition

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a waiver of the annual fees associated with my [specific program or service] due to my current unemployment status. My financial situation has significantly changed, and I am unable to meet these financial obligations at this time.

As evidence of my current circumstances, I have attached [mention any supporting documents, such as an unemployment confirmation letter, bank statements, etc.].

I kindly request that you consider my situation and grant a waiver of the fees for this year. Your understanding and support during this challenging time would be immensely appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]