

Request for Annual Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a waiver for the annual fees associated with [specify the fee, e.g., community center membership, service organization fees, etc.] for the year [insert year].

As an active member of the community, I have dedicated numerous hours to various community service projects, including [briefly describe your involvement, hours of service, and projects you've contributed to]. My commitment to service aligns with the values of [Organization Name], and I believe it has positively impacted our community.

Given my contributions, I kindly request consideration for a fee waiver. This would significantly assist me in continuing my volunteer work and engaging with more community initiatives.

Thank you for considering my request. I am happy to provide any further information or documentation regarding my community service involvement if needed.

Sincerely,

[Your Name]