

Annual Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a waiver for my annual fees due to financial hardship caused by the recent natural disaster that affected our community.

On [insert date of disaster], [briefly describe the natural disaster and its impact on your life, e.g., loss of property, income]. This unfortunate event has left me struggling to meet my basic needs, making it extremely difficult to pay the annual fees.

I have been a [student/member] of [organization/institution name] since [insert start year], and I value the opportunities provided to me. I kindly ask for your understanding and support during this challenging time. Attached are [mention any attached documents, e.g., evidence of disaster impact, financial statements].

Thank you for considering my request for a fee waiver. I look forward to your positive response.

Sincerely,

[Your Name]