

# Request for Annual Fee Waiver

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Nonprofit Organization Name]  
[Organization Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a waiver of the annual fee associated with [specific service or program] for [Nonprofit Organization Name]. As a dedicated nonprofit organization committed to [briefly state mission or purpose], we strive to make a positive impact in our community.

However, our resources are limited, and we rely heavily on the generous support of organizations and agencies like yours. Waiving the annual fee would greatly assist us in continuing our programs and reaching more individuals in need.

We appreciate your consideration of our request and hope for your support in our mission. Please let us know if you require any additional information or documentation.

Thank you for your time and understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Nonprofit Organization Name]  
[Phone Number]  
[Email Address]