

Request for Annual Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a waiver for my annual fees due to my strong academic performance during the past academic year.

As a [Your Year, e.g., sophomore] majoring in [Your Major], I have consistently maintained a high GPA of [Your GPA], ranking in the top [Your Rank, e.g., 10%] of my class. I have also been actively involved in [mention any relevant extracurricular activities or honors], which have further enhanced my learning experience and contributions to the university community.

Despite my academic achievements, I am facing financial difficulties that impact my ability to continue my studies without additional support. I kindly ask the institution to consider my appeal for a fee waiver to help me continue my educational journey without interruption.

I greatly appreciate your time and consideration and look forward to your positive response. Thank you for your support in helping students achieve their academic goals.

Sincerely,

[Your Name]

[Your Student ID]