

# Request for Open Access Publishing Fee Waiver

Date: [Insert Date]

To the Editorial Office,  
[Journal Name]  
[Journal Address]

Dear Editorial Team,

I hope this message finds you well. My name is [Your Name], and I am a [Your Position] at [Your Institution]. I am writing to formally request a waiver for the open access publishing fee associated with my manuscript titled "[Title of Your Manuscript]," which I submitted on [Submission Date].

As a researcher in [Your Field], I strive to ensure that my work is accessible to a global audience. However, due to [briefly explain your financial constraints, e.g., limited funding, institutional budget cuts], I am unable to cover the open access publishing fees at this time.

Given the importance of disseminating research findings to the wider community, I kindly ask for your consideration of my request for a fee waiver. Attached to this email, you will find a detailed explanation of my current financial situation and any supporting documents that may assist in the evaluation of my request.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Institution]  
[Your Email]  
[Your Phone Number]