

# Application for Fee Exemption

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a fee exemption for [specific program/course name] for the [academic year/semester]. Due to [brief explanation of financial hardship or personal circumstances], I am unable to cover the required fees.

I have attached documents that provide evidence of my current financial situation, including [list any enclosed documents, such as tax returns, financial aid statements, etc.]. I am committed to my education and believe that with this exemption, I will be able to continue my studies without the additional financial burden.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]