

Annual Fee Waiver Justification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to formally request a waiver for the annual fee associated with [specific service or membership]. I believe that an exception in this instance would be justified due to the following reasons:

- [Reason 1: e.g., Financial hardship due to unforeseen circumstances]
- [Reason 2: e.g., Contribution to the community or organization]
- [Reason 3: e.g., Ongoing involvement in [specific program or initiative]]

I have been an active member of [organization or program] since [year], and I am committed to continuing my participation despite these challenges. I appreciate the support that [organization] provides to its members and hope that you will consider my request favorably.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]

[Your Address]