

Inquiry Regarding Annual Fee Waiver Eligibility

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the eligibility criteria for the annual fee waiver offered by [Organization's Name]. I am interested in learning more about the application process and any documentation that might be required.

As [a brief introduction about yourself or your situation, e.g., a long-time member/participant or specific circumstances that warrant the request], I would appreciate any guidance you can provide regarding this matter.

Thank you for your attention to this inquiry. I look forward to your response.

Sincerely,

[Your Name]