

# Application Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[University/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to respectfully request a waiver for the application fee for [Program/University Name]. Due to [brief explanation of financial circumstances, such as unemployment, low income, etc.], I am unable to afford the application fee at this time.

I am very interested in applying to [University/Program] because [brief explanation of reasons for applying]. I believe that I would be a strong candidate and contribute positively to the [University/Program].

Attached are documents that support my request, including [list any documents, such as proof of income, tax returns, etc.]. I appreciate your consideration of my request and hope to be able to submit my application without the financial burden of the fee.

Thank you for your time and attention. I look forward to your positive response.

Sincerely,

[Your Name]