

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a waiver for the examination fee for [Exam Name] scheduled on [Date]. Due to [brief explanation of your financial situation], I am unable to afford the fee at this time.

[Optional: Briefly explain how the exam is important to your academic or career goals.]

I would greatly appreciate any assistance you could provide regarding this matter. Thank you for considering my request.

Sincerely,

[Your Name]