

Request for Licensing Fee Waiver

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a waiver for the licensing fee associated with [specific license] due to [brief explanation of the reason for the request, e.g., financial hardship, special circumstances, etc.].

As [describe your status, e.g., a non-profit organization, a student, etc.], we are committed to [mention your goals, mission, or what you intend to do with the license]. However, the current fee poses a significant barrier to our [project, participation, etc.].

We believe that granting this waiver will [mention potential benefits or positive outcomes]. I have attached relevant documentation to support our request.

Thank you for considering my request. I am looking forward to your favorable response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Organization, if applicable]