

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a waiver for the processing fee associated with [specific application or service]. Due to [briefly explain your circumstances, such as financial hardship or other relevant reasons], I am unable to afford the fee at this time.

I believe that [mention any relevant qualifications, accomplishments, or needs that support your request]. I would greatly appreciate any consideration you could extend regarding this matter.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]