

# Letter of Appeal for Application Fee Exemption

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Admissions Office  
University Name  
University Address  
City, State, Zip Code

Dear Admissions Committee,

I am writing to formally request an exemption from the application fee for my application to [University Name]. Due to [brief explanation of your financial or personal circumstances], I am unable to afford the cost associated with the application process.

Despite my circumstances, I am very eager to apply to [University Name] because [reason why you want to attend the university and how it aligns with your goals]. I believe that my acceptance into this program would be a crucial step towards achieving my academic and career aspirations.

I have attached any relevant documentation that supports my request for an exemption. I appreciate your understanding and consideration of my appeal. Thank you for your time, and I hope to hear from you soon.

Sincerely,  
[Your Name]