

# Request for Application Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Admissions Office

[University/College Name]

[Office Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this letter finds you well. I am writing to formally request a waiver for the application fee for [Program Name or Degree] for the [Fall/Spring] [Year] semester.

Due to [briefly explain your financial situation or circumstances that justify the fee waiver request], I am unable to submit the application fee at this time. I believe that my enthusiasm for [specific program] and my qualifications make me a suitable candidate for your esteemed institution.

I have attached relevant documentation for your review, including [list attached documents, e.g., tax returns, proof of income, etc.]. I sincerely appreciate your consideration of my request and hope for a favorable response.

Thank you for your understanding. I look forward to the opportunity to apply to [University/College Name] and contribute to the campus community.

Sincerely,

[Your Name]