

Graduate Application Fee Waiver Request

Date: [Insert Date]

Admissions Office

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally request a waiver for the application fee associated with my application to the [Specific Program] at [University Name] for the [Term and Year]. As a [current student/recent graduate] from [Your Institution] and facing [briefly explain your financial hardship or situation], I am unable to afford the application fee.

Throughout my academic journey, I have demonstrated my commitment to [mention any relevant achievements or experiences], all of which have prepared me to contribute positively to [University Name]. I believe that my background and aspirations align well with the [Specific Program] offered at your esteemed institution.

Attached, you will find documentation that supports my request. I kindly ask for your consideration of my situation and look forward to the opportunity to apply without the financial burden of the application fee.

Thank you for considering my request. I am excited about the possibility of joining [University Name] and contributing to its community.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]