

Request for Application Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Admissions Office

[College/University Name]

[College/University Address]

[City, State, Zip Code]

Dear Admissions Officer,

I hope this message finds you well. I am writing to formally request a waiver for the application fee for [specific program or application name] at [College/University Name].

Due to [brief reason for financial hardship, e.g., "my current financial situation", "unexpected medical expenses", etc.], I am unable to afford the application fee of [amount]. I believe that attending [College/University Name] would greatly benefit my academic and personal growth.

I have attached supporting documentation to verify my circumstances. Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]