

Scholarship Request for Application Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Scholarship Committee's Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Scholarship Committee's Name],

I hope this message finds you well. I am writing to formally request a waiver for the application fee associated with the [Name of Scholarship] for the [Academic Year] academic session. As a [Your Current Level of Education or Field of Study], I am dedicated to pursuing my educational aspirations but am currently facing financial challenges.

Due to [briefly explain your financial situation], I am unable to afford the application fee. Receiving this waiver would greatly assist me in taking the next step towards [mention your academic goals or career aspirations].

I have attached [mention any supporting documents, if applicable] to provide further context on my situation. I would be incredibly grateful for your consideration of my request.

Thank you for considering my application. I look forward to the opportunity to contribute to the [Institution/Organization Name] community.

Sincerely,

[Your Name]