

Application Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Admissions Office]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request a waiver for the undergraduate application fee for [specific program or term]. As a prospective student who is very eager to apply to [University Name], I am currently facing financial challenges that make it difficult for me to pay the application fee.

Due to [brief explanation of your financial situation, e.g., family circumstances, job loss, etc.], I am unable to afford the fee at this time. I believe that my background and experiences align well with the values and standards of [University Name], and I am excited about the opportunity to contribute to the campus community.

Attached to this letter are documents supporting my request, including [list any attached documents, such as tax returns, pay stubs, or financial aid letters].

I appreciate your consideration of my request for an application fee waiver, and I hope to provide any additional information if necessary. Thank you for your understanding and support.

Sincerely,

[Your Name]