

Inquiry for Application Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Admissions Office

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. My name is [Your Name] and I am interested in applying to [University Name] for [desired program/major] for the [Term/Year]. As I navigate the application process, I would like to inquire about the possibility of receiving a waiver for the application fee.

Due to [briefly explain your financial situation or circumstances], I am currently facing challenges that make it difficult for me to afford the application fee. I believe that attending [University Name] will greatly contribute to my academic and professional goals, and I am eager to submit my application.

I would appreciate any information you could provide regarding the fee waiver process and any necessary documentation that may be required. Thank you for considering my request.

Sincerely,

[Your Name]