

Request for Assistance with College Application Fee

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/College Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request assistance with the application fee for [College/University Name] as I am eager to apply for [specific program or course].

Unfortunately, my current financial situation has created a challenge in covering the cost of the application fee.

I am a [your current status, e.g., high school senior, transfer student] with aspirations to further my education in [your intended field of study]. I believe that [College/University Name] offers an excellent program that aligns with my career goals.

Given my circumstances, I would greatly appreciate any support or guidance you could provide regarding a fee waiver or financial assistance options. Thank you for considering my request. I am looking forward to the opportunity to apply and further my education.

Sincerely,

[Your Name]