

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Admissions Office
College/University Name
College Address
City, State, Zip Code

Dear Admissions Officer,

I hope this message finds you well. My name is [Your Name], and I am applying to [College/University Name] for the [Term, Year] semester. I am writing to request a waiver for the college application fee due to [briefly explain your financial situation].

As a [describe your status, e.g., high school senior, transfer student], I am eager to apply to [College/University Name]. However, the financial burden of application fees poses a challenge for me and my family. I am committed to pursuing higher education and believe that [College/University Name] is the right fit for my academic aspirations.

Attached to this letter are documents that provide further context regarding my financial situation, including [mention any supporting documents, e.g., financial aid letters, tax returns, etc.]. I would greatly appreciate your consideration of this request.

Thank you for your time and understanding. I look forward to the opportunity to apply to [College/University Name]. Please feel free to contact me if you need any additional information.

Sincerely,
[Your Name]