

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the language proficiency waiver policy at [Institution's Name]. Specifically, I would like to understand the criteria for eligibility and the application process for a potential waiver.

As an applicant interested in [specific program or course], I am particularly keen to know if there are any exceptions or documentation required that can support my request for a waiver based on my prior academic experiences or qualifications.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]