

APPLICATION FEE WAIVER REQUEST/MAIL

Here's a sample email or letter you can use as a template:

Subject: Request for Application Fee Waiver

Dear [Admissions Committee/ Fee Waiver Committee],

I am writing to respectfully request a waiver of the application fee for [Program/University Name]. As a [Your current degree level, e.g., undergraduate, graduate] student with a strong passion for [Field of study], I am excited about the opportunity to apply to this prestigious program.

However, due to [State your reason for requesting a fee waiver, e.g., financial hardship, low-income background], I am facing significant financial constraints that make it challenging for me to pay the application fee. I believe that my academic achievements, research experience, and commitment to [Field of study] make me an excellent candidate for this program.

I would greatly appreciate it if you could consider my request for an application fee waiver. I have attached [Required documents, e.g., proof of income, letter from employer or academic advisor] to support my request.

Thank you for your time and consideration. I look forward to the opportunity to contribute to and learn from the [Program/University Name] community.

Sincerely,

[Your Name]