**Subject of the email should be : Request for application fee waiver**

Dear xxxxxxxxxxxxx

I am (your name) , a First-Class graduate of mechanical engineering with a CGPA of xxxx from the University of xxxx.. As a result, I emerged as the top one percent of my faculty. Moreover, I took the GRE and had xxx and I had xxx on my TOEFL test.

Having checked through the requirements of this prestigious institution, the University of xxxxxx, and the research carried out in the mechanical engineering department is perfectly aligned with my career and research interest. Therefore, the only limitation I have from submitting my application is the application fee.

It is worthy of mention that the application fee by the institution is justifiable, and I would have loved to pay for it, save for my current financial situation. But with the current economic situation in Nigeria, due to the impact of the pandemic and particularly with the exchange rate of dollar to naira, it is almost impossible for an individual who can barely feed comfortably in a day to cope with the payment of the application fee.

The University of xxxxxxxxx is my school of choice, as the school's curriculum resonates with my career aspirations as a right activist. It will be a step in the right direction to submit my application to this school for a possible offer of admission. I will be glad to have the application fee waived to make my plan/dream a reality.