

[Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number] [Date]

[University Name]  
[Admissions Office]  
[University Address]  
[City, State, ZIP Code]

## Fee Waiver Request for Bachelor's Degree Program

Dear Admissions Committee,

I hope this letter finds you in good health and high spirits. I am writing to formally request a fee waiver for the application to the Bachelor's degree program at [University Name]. I have researched extensively about the university and its distinguished academic programs, and I am eager to contribute my passion for learning and dedication to excellence to your institution.

While I firmly believe that a quality education is an investment worth making, the financial constraints I currently face make it challenging for me to cover the application fee. My family's financial circumstances have recently changed due to unforeseen circumstances, and this has significantly impacted our ability to fund my higher education pursuits.

I would be immensely grateful if the university could consider waiving the application fee in recognition of my academic achievements and potential contribution to the campus community. I have consistently maintained a high academic standing throughout my high school years and have actively engaged in extracurricular activities, demonstrating my commitment to personal growth and community service.

If granted the fee waiver, I assure you that I will approach my studies with utmost dedication, actively participate in campus activities, and strive to uphold the values and reputation of [University Name]. I understand the importance of investing in my education and believe that [University Name] would provide me with the necessary tools and opportunities to reach my full potential.

Thank you for considering my request. I have attached the required supporting documents, including proof of financial need, academic transcripts, and letters of recommendation. Please feel free to contact me if you require any additional information. I eagerly anticipate a positive response and the opportunity to become a part of the vibrant academic community at [University Name].

Yours sincerely,