

Request for Exemption from Licensing Fees

Date:

To:

(Recipient Name / Department)

Subject: Request for Exemption from Licensing Fees

Dear ,

I am writing to formally request an exemption from the licensing fees associated with as required by your office.

As at , I believe that our situation meets the criteria for exemption on the following grounds:

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I have attached all relevant supporting documents for your review. I respectfully request that the licensing fees be waived in accordance with applicable policies and regulations.

Thank you for considering this request. Please let me know if you require any additional information.

Sincerely,