

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Today's Date]

[Employer's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Waiver Request for [Reason]

Dear [Employer's Name],

I am writing to formally request a waiver for [state the specific reason or requirement for which you are seeking the waiver]. Due to unforeseen circumstances beyond my control, I believe that a waiver is necessary to address the situation appropriately.

As a dedicated employee of [Company/Organization Name], I have always complied with the company's policies and regulations. However, the current situation has created challenges that prevent me from fulfilling the requirement in question.

I assure you that I am committed to maintaining the company's standards despite requesting this waiver. If granted, I will handle the situation responsibly and ensure that it does not affect my job performance.

I am open to discussing this matter further and providing any necessary documentation to support my request. Your understanding and consideration in this matter are highly appreciated.

Thank you for your time and attention.

Sincerely,
[Your Name]