**REQUEST FOR WAIVER FROM [NAME OF REQUIREMENT]**

Date: \_\_\_\_\_\_\_\_\_\_\_

Re: SO [Program Name] Waiver Request

Dear [Regional Organizational Development Representative],

Special Olympics \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Program Name] requests a waiver from the [name of requirement]. The reason for this request is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [explain why it is not possible to provide the requirement this year].

Our Program is planning to \_\_\_\_\_ [explain action Program will take in the future to fulfill the requirement].

Thank you for considering this request.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name, Title]

[Contact Information]