**Guide for writing an APCs waiver letter, do submit this letter as one your article’s supplementary materials and submit it at the tile of article submission.**

**[Your Name]**  
[Your Address (use the department that you are affiliated with, within the University]  
[City, Country]  
[Email Address]  
[Date]

**Editor-in-Chief**  
[Journal Name]  
[Journal Address]  
[City, Country]

**Subject: Request for Waiver of Article Processing Charges**

Dear [Editor’s Name],

I hope this email finds you well. I am writing to formally request a waiver for the article processing charges (APCs) for my recently submitted manuscript, [Manuscript Title], which I have submitted for consideration in [Journal Name].

As a committed postgraduate student at [department, faculty and University], a research-intensive institution within a resource-limited country, I am dedicated to conducting high-impact research despite financial constraints. My study, which focuses on [Briefly Mention the Research Topic], aligns with important global priorities and contributes to addressing [Mention the important global issue your research tackles and the SDG that it is aligned with, where possible]. Given the significance of these findings, I am eager for them to reach a global audience to inform policy and practice.

However, my research was conducted with minimal financial support [if you are doing this as part of your PhD/Masters or etc., them mention this]. While I secured limited funding, the resources obtained were insufficient to cover article processing fees, and I largely self-funded the study. As a result, I am unable to cover the APCs required for publication. Given the journal’s commitment to supporting researchers from resource-limited settings, I kindly request that you consider granting a full waiver or a significant reduction in the fees to facilitate the dissemination of my work.

I deeply appreciate your time and consideration of this request. I am happy to provide any additional information regarding my financial constraints or the funding situation if needed. I look forward to your positive response and remain hopeful that I will be able to contribute to the global research community through publication in your esteemed journal.

Thank you for your support.

Sincerely,

[signature]  
**[Your Name]**  
[Your Affiliation (the department, Faculty and University]  
[Your Contact Information (use your UP email address not Gmail)]