Dear Sir/Madam,   
  
I am currently submitting a manuscript ‘AAAAAAAAAAAA’ to Scientific Reports. Now we are not able to bear the related publication costs and, therefore, I would like to ask for waiving a respective publishing fee. Of course, we understand that article fees are a main source of income that allows you to run the journal. Unfortunately, all my current grants do not allocate funds for the fees. Besides, my Institute as Ukrainian governmental organization is not allowed to cover publication fees from the state funds. I will certainly begin to contribute to publications of my works in your journal as soon as I again get funds to cover such expenses.   
  
With my best regards,

XXX YYYY.