

# Fee Or Penalty Waiver Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position/Department]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Request for Fee or Penalty Waiver

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to respectfully request a waiver for the fees/penalties associated with [mention the reason for the fees/penalties, e.g., late payment, service charge, etc.] on my account with [Company/Organization Name].

I deeply value my relationship with [Company/Organization Name] and have been a loyal and responsible customer/member for [duration of the relationship]. However, due to unforeseen circumstances, I encountered [briefly explain the circumstances that led to the fee or penalty]. I understand that I am responsible for fulfilling my obligations, and I sincerely apologize for any inconvenience my delay or oversight may have caused.

I am humbly seeking your understanding and consideration in waiving the fees/penalties in question. The circumstances I faced were beyond my control, and I have taken immediate steps to rectify the situation. I assure you that this occurrence is an exception, and I remain committed to maintaining a positive and timely relationship with [Company/Organization Name].

As a loyal customer/member, I am hopeful that you will grant my request for the fee or penalty waiver as a gesture of goodwill. This waiver would provide me with the necessary support during this challenging time and enable me to continue my association with [Company/Organization Name].

I have attached relevant documentation that substantiates the circumstances I faced and confirms my efforts to resolve the matter promptly. If any additional information is required, I am more than willing to provide it promptly.

I want to emphasize my utmost appreciation for the exceptional services/products [Company/Organization Name] has provided to me over the years, and I remain committed to maintaining our valued partnership.

Thank you for taking the time to review my request. I sincerely hope for a favorable response and look forward to continuing our positive association.

Please feel free to reach out to me via phone or email should you require any further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]