

# Formal Fee Waiver Request Letter

Subject: Request for Waiver of Fees / Penalties

Dear [Recipient Name],

I am writing to formally request a waiver for the fees/penalties applied to my account [Account Number/Details]. Due to [reason, e.g., unforeseen circumstances, financial hardship, or administrative error], I am unable to cover the additional charges at this time.

I have maintained timely payments and compliance with all prior obligations. I kindly request your understanding and approval to waive the imposed fees.

Thank you for your consideration.

Sincerely,

[Your Name]

[Contact Information]

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