

Casual Fee Waiver Email

Subject: Request for Fee / Penalty Waiver

Hi [Recipient Name],

I hope you're doing well. I noticed a fee/penalty on my account [Account Number] and wanted to request if it could be waived. The reason is [brief explanation, e.g., late payment due to personal circumstances].

I would greatly appreciate your help in resolving this. Thanks in advance for your understanding!

Best regards,

[Your Name]

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