

Heartfelt Fee Waiver Request Letter

Subject: Request for Consideration of Fee / Penalty Waiver

Dear [Recipient Name],

I am reaching out to humbly request a waiver for the fees/penalties on my account [Account Number]. Recently, I faced [specific hardship, e.g., unexpected medical bills or financial difficulties], which made it challenging to meet the required payment on time.

I sincerely hope you can understand my situation and grant this waiver. Your support will greatly alleviate my current stress and help me stay on track with future obligations.

Thank you for your kind consideration.

Warm regards,

[Your Name]

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