

Provisional Fee Waiver Request Letter

Subject: Provisional Request for Waiver of Fees / Penalties

Dear [Recipient Name],

I am writing to submit a provisional request to waive fees/penalties on my account [Account Number]. This request is based on [reason, e.g., pending clarification of billing error or temporary hardship].

Please review my case and advise on the necessary steps to finalize the waiver. I appreciate your guidance and support.

Sincerely,

[Your Name]

[Contact Information]

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