

Official Fee Waiver Request Letter

To Whom It May Concern,

This letter serves as an official request to waive the fees or penalties charged to my account [Account Number]. The charges were incurred due to [reason, e.g., administrative oversight or unavoidable delay].

I respectfully request your formal review and consideration for fee waiver, and I am available to provide supporting documentation if needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Contact Information]

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