Quick Fee Waiver Request Email

Subject: Fee / Penalty Waiver Request

Hello [Recipient Name],

I am requesting a waiver for the recent fee/penalty applied to my account [Account Number] due to

[brief reason]. I would greatly appreciate your help in waiving this charge.

Thank you for your time and consideration.

Regards,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/fee-or-penalty-waiver-request-letter