

Formal letter requesting academic fee or penalty forgiveness

Subject: Request for Goodwill Forgiveness on [Fee/Charge]

Dear [Administrator's Name],

I am writing to request goodwill forgiveness for [specific fee, late submission, or penalty] due to [reason, e.g., unforeseen circumstances, illness, or family emergency]. I sincerely regret any inconvenience caused by this situation.

I have always strived to meet all academic obligations and maintain a positive record at [School/University Name]. I kindly request that you consider waiving this charge as a gesture of goodwill. Your understanding would greatly support my continued commitment to my studies.

Thank you for your time and consideration.

Sincerely,

[Your Name]

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