

# Club Name: [Insert Club Name]

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request a waiver of the penalty fee imposed on my membership due to my absence during the last [insert duration], caused by medical reasons.

Unfortunately, I was faced with [briefly describe the medical condition] that required my immediate attention and prevented me from participating in club activities. I have attached medical documentation to support my claim.

As a dedicated member of [Insert Club Name], I have always valued my participation and the community we have built. I kindly ask for your understanding and consideration in waiving this penalty fee, given my circumstances.

Thank you for considering my appeal. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Membership Number]

[Your Contact Information]