

Club Penalty Fee Waiver

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. As a valued member of [Club Name], we recognize your continuous contributions to our community. Your dedication and support have significantly enhanced our club's activities and strengthened our community ties.

After careful consideration, we would like to inform you that the penalty fee of [Amount] incurred due to [Reason for Penalty] will be waived, in acknowledgment of your commitment to [specific contributions or activities].

We appreciate your understanding and encourage you to continue being an active participant in our club's endeavors.

Thank you for your ongoing support!

Sincerely,
[Your Name]
[Your Position]
[Club Name]