

# Club Name

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Club/Organization Name]

[Address]

## **Subject: Request for Waiver of Penalty Fee Due to Unforeseen Circumstances**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the penalty fee incurred on [Insert Date] due to unforeseen circumstances.

Unfortunately, [briefly explain the unforeseen circumstances, e.g., "I had a medical emergency" or "a family situation arose"], which made it impossible for me to [mention related obligations, e.g., "attend the scheduled meeting" or "complete my payment on time"].

I understand the importance of adhering to the club's policies, and I truly appreciate your understanding of my situation. I value my membership and hope to continue contributing positively to the club.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you require any additional information.

Sincerely,

[Your Name]

[Your Membership ID]

[Your Contact Information]