

# Club Penalty Fee Waiver Request

Date: [Insert Date]

To: [Club Name]

Address: [Club Address]

Dear [Club Manager/Committee],

I hope this message finds you well. I am writing to formally request a waiver for the penalty fee incurred due to [briefly explain the emergency situation, e.g., medical emergency, family crisis, etc.].

On [specific date], I was faced with an unexpected circumstance that prevented me from [mention the club obligation missed, e.g., attending a meeting, paying dues, etc.]. I have always been committed to [mention any relevant history or contributions to the club], and it is disappointing for me to have missed this obligation through no fault of my own.

I kindly ask for your understanding and consideration regarding this matter. A waiver of the penalty fee would greatly assist me during this challenging time. I am willing to provide any necessary documentation to support my request.

Thank you for taking the time to consider my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Membership ID]

[Your Contact Information]