

Request for Club Penalty Fee Waiver

Date: [Insert Date]

To: [Club Name] Board/Committee

Address: [Club Address]

Dear [Club Board Members/Relevant Authority],

I hope this message finds you well. I am writing to formally request a waiver for the penalty fee assessed on my account due to financial hardship.

As a dedicated member of [Club Name], I have always valued the opportunities and experiences our club provides. Unfortunately, due to [briefly explain the reason for financial hardship, e.g., job loss, medical expenses], I am currently facing significant financial difficulties that have made it challenging to meet my obligations.

I kindly ask for your understanding and consideration in waiving the penalty fee of [insert amount]. This assistance would greatly help me navigate this difficult time and continue to actively participate in club activities.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Membership Number]

[Your Contact Information]