

Club Penalty Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Club Name]

[Club Address]

[City, State, Zip Code]

Dear [Club Manager/Committee Name],

I hope this message finds you well. I am writing to formally request the waiver of the penalty fee imposed on my account due to [briefly explain reason for penalty].

In light of my longstanding membership and exceptional service to the club, including [mention any service contributions, volunteering efforts, or positive impacts], I kindly ask for your consideration in waiving this fee.

Thank you for your attention to this matter. I appreciate your understanding and support, and I look forward to your favorable response.

Sincerely,

[Your Name]