

Request for Waiver of Club Penalty Fee

Date: [Insert Date]

To [Club Name],

I hope this message finds you well. I am writing to formally request a waiver for the penalty fee associated with my membership for the period of [Insert Relevant Dates]. Due to the unprecedented challenges brought about by the pandemic, I have faced significant hardships that have affected my ability to comply with the usual membership requirements.

As a devoted member of [Club Name], I have always valued the community and shared experiences. However, the current circumstances have led to [briefly describe your situation, e.g., reduced income, job loss, health issues]. I believe that waiving the penalty fee would greatly alleviate some of the burdens I am currently facing.

I appreciate your understanding and consideration during these difficult times. I am hopeful for a positive response to my request, as it would allow me to continue my membership without the added stress of a penalty fee. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Membership Number]

[Your Contact Information]