

# Penalty Fee Waiver Request

Date: [Insert Date]

To: [Club Name] Committee

From: [Your Name]

Student ID: [Your Student ID]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Club Name] Committee,

I hope this message finds you well. I am writing to formally request a waiver for the penalty fee incurred due to [reason for penalty, e.g., late attendance, missed meeting, etc.]. As a dedicated member of the club, I value the opportunities and experiences it provides.

Unfortunately, [brief explanation of the circumstances that led to the penalty, e.g., unforeseen circumstances, personal reasons, etc.]. I assure you that this was not my intention, and I have taken steps to ensure it does not happen again in the future.

I kindly ask for your understanding and consideration in waiving the penalty fee. I am committed to being an active and responsible member of the club moving forward.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]