

# Early Termination Fee Waiver Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm our agreement regarding the waiver of the early termination fee associated with your account.

As discussed, you are eligible for a waiver of the early termination fee due to [specific reason for the waiver]. Therefore, your final statement will reflect this adjustment, and you will not be charged the early termination fee of [amount].

Please acknowledge your acceptance of this waiver by signing and returning a copy of this letter to us by [return date].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_