

Early Termination Fee Waiver Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the agreement regarding the waiver of the early termination fee associated with your contract dated [Insert Contract Date]. As per our discussion on [Insert Discussion Date], we have agreed to waive the early termination fee under the following conditions:

1. The termination will be effective as of [Insert Termination Date].
2. All outstanding balances must be settled by this date.
3. This waiver is contingent upon [Insert Any Specific Conditions].

Please sign below to indicate your acceptance of this waiver agreement.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted:

[Recipient's Name]

Date: _____