

Appeal for Early Termination Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal for a waiver of the early termination fee associated with my account [Account Number]. Due to [briefly explain your reason, e.g., unforeseen financial hardships, relocation for work, medical emergencies], I am unable to continue my service and would greatly appreciate your consideration of this request.

I have been a loyal customer since [insert date], and I have consistently met all my obligations until this unforeseen situation arose. I kindly request that you review my account and circumstances to grant an exception to the early termination fee policy.

Thank you for considering my appeal. I look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any additional information.

Sincerely,

[Your Name]