

Early Termination Fee Waiver Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the waiver of the early termination fee associated with your [Service/Product] account with us. This waiver applies to your account number [Account Number].

As discussed, we have reviewed your request and have agreed to waive the early termination fee due to [reason for the waiver, e.g., special circumstances, loyalty, etc.].

Therefore, you will not be required to pay the early termination fee of [amount] that was previously indicated in your service agreement.

If you have any questions or require further assistance, please feel free to contact us at [Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]