

# Early Termination Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally submit my documentation for the waiver of the Early Termination Fee associated with my account ([Account Number]). Due to [brief explanation of the reason for early termination, e.g., medical issues, relocating, etc.], I am unable to fulfill the remaining term of my contract.

Please find attached the supporting documents for your review:

- [Document 1]
- [Document 2]
- [Document 3]

I appreciate your understanding and consideration of my situation. If any further information is required, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]