

# Follow-Up on Early Termination Fee Waiver Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the waiver of the early termination fee associated with my account number [Your Account Number]. On [Date of Initial Request], I submitted a request outlining my circumstances for consideration.

As a valued customer, I appreciate your support in this matter and would like to know if there have been any updates or additional information needed from my side to assist in expediting the review process.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]