

Request for Early Termination Fee Waiver

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the early termination fee associated with my account, numbered [Account Number]. Due to [brief explanation of circumstances, e.g., unexpected relocation, financial hardship], I am unable to fulfill the remaining term of my contract.

I have greatly appreciated the services provided by [Company's Name] and would like to continue our relationship in the future, should my circumstances improve. I kindly ask for your understanding and consideration regarding my request.

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

Sincerely,

[Your Name]